Sample Off-Boarding Checklist

Check off each item that has been completed.

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| --- | --- |
|  | **Communication** |
|  | Notify CD Board of Supervisors |
|  | Notify Payroll Service (if applicable)  |
|  | Notify NRCS |
|  | Notify Conservation Districts Bureau (CDB) |
|  |  |
|  | **Paperwork** |
|  | Employee termination form |
|  | Other applicable documents |
|  |  |
|  | **Transition** |
|  | Set up a transfer of knowledge |
|  | Have the departing employee prepare materials for the next employee |
|  | Schedule training sessions (if applicable) |
|  |  |
|  | **Exit Interview** |
|  | Prepare and schedule an exit interview |
|  | Share insights from exit interview with relevant teams |
|  |  |
|  | **Company property** |
|  | Computer/laptop |
|  | Accessories |
|  | Cell phone |
|  | Debit/Credit Cards |
|  | Keys |
|  | All account information and passwords |
|  | Building Access/Linc Cards |
|  |  |