



Employee Offboarding Checklist

conducted for

Andaya, Christopher L.

Position Title

IT Staff

Department

IT

Last Day Worked

31 Oct 2018 02:12 PM

Prepared by

Isabella Rudd

Location

RR 4, Somerset, PA 15501, United States
(40.008410999999995, -79.0780831)

Completed on

28 Dec 2018 03:32 PM

Score

13/16.0 - 81.25%

Failed Responses

This section lists responses that were set as "failed responses" in the template used for this audit

Question	Response	Details
Update passwords	✘	
Remove employee's online account	✘	
Change company website if employee's name is mentioned on it	✘	

Actions

#1. Please clear all saved passwords

Assignee: jeffersonmark@gmail.com
Priority: HIGH
Due Date: 05 Nov 2018 02:00 PM
Audit: Andaya, Christopher L. / IT Staff / IT / 31 Oct 2018 /
Isabella Rudd
Linked to item: Update passwords
Status: To Do


#2. Please delete company email and accounts



Assignee: jeffersonmark@gmail.com
Priority: HIGH
Due Date: 05 Nov 2018 02:00 PM
Audit: Andaya, Christopher L. / IT Staff / IT / 31 Oct 2018 /
Isabella Rudd
Linked to item: Remove employee's online account
Status: To Do

#3. Kindly update the 'team' page and remove Christopher's photo

Assignee: jeffersonmark@gmail.com
Priority: HIGH
Due Date: 05 Nov 2018 02:00 PM
Audit: Andaya, Christopher L. / IT Staff / IT / 31 Oct 2018 /
Isabella Rudd
Linked to item: Change company website if employee's name is
mentioned on it
Status: To Do

Audit - 13/16 81.25%

Question	Response	Details
Required Paperwork		Score (3/3) 100.00%
Resignation Letter	✓	
Non-Disclosure agreements	✓	
Exit Survey	✓	
Knowledge Turn-over		Score (5/5) 100.00%
Technologies used (computers, files, special systems)	✓	
Special knowledge sources (binders, folders, formal protocols)	✓	
Necessary contacts and relationships	✓	
Tasks ongoing or uncompleted	✓	
Status report on all ongoing projects (due dates, deliverables)	✓	
Recover Assets (If any assets were issued during the job)		Score (1/1) 100.00%
Laptop, cell phone, ID Card, Badge, Credit Cards, Parking Tags, Keys	✓	Issued laptop to Christopher was retrieved and submitted to the IT Department
 <p style="text-align: center;">Appendix 1</p>		
Additional Items (For HR Staff)		Score (4/7) 57.14%
Update passwords	✗	
Remove employee's online account	✗	
Remove employee from the payroll	✓	
Update company directory	✓	
Update org chart	✓	

Question	Response	Details	
Change company website if employee's name is mentioned on it	×		
Redirect phone calls	✓		
Completion			
Name & Signature of Employee	Christopher Andaya	28 Dec 2018 02:21 PM	
Name & Signature of Supervisor/Manager	Isabella Rudd	28 Dec 2018 02:22 PM	

Media



Appendix 1