



Employee Offboarding Checklist

Andaya, Christopher L. / IT Staff / IT / 19 May 2023
/ Isabella Rudd

Complete

Score	81.25%	Flagged items	3	Actions	0
Employee Name (Last, First, Middle)	Andaya, Christopher L.				
Position Title	IT Staff				
Department	IT				
Last Day Worked	19.05.2023 11:30 PST				
Prepared by	Isabella Rudd				
Location	RR 4, Somerset, PA 15501, United States				

Flagged items

3 flagged

Audit / Additional Items (For HR Staff)

Update passwords



Audit / Additional Items (For HR Staff)

Remove employee's online account



Audit / Additional Items (For HR Staff)

Change company website if employee's name is mentioned on it



Audit

3 flagged, 81.25%

Required Paperwork

100%

Resignation Letter



Non-Disclosure agreements



Exit Survey

**Knowledge Turn-over**

100%

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)**

100%

Laptop, cell phone, ID Card, Badge, Credit Cards, Parking Tags, Keys



Issued laptop to Christopher was retrieved and submitted to the IT Department



Photo 1

Additional Items (For HR Staff)

3 flagged, 57.14%

Update passwords



Remove employee's online account



Remove employee from the payroll



Update company directory



Update org chart



Change company website if employee's name is mentioned on it



Redirect phone calls



Completion

Name & Signature of Employee

Christopher Andaya
19.05.2023 12:00 PST

Name & Signature of Supervisor/Manager

Isabella Rudd
19.05.2023 12:00 PST

Media summary



Photo 1