Supervisor Offboarding Checklist for Leaves/Transfers/Separations

Employee Name	
Employee Job Title	
Supervisor Name	
Hire Date	
Departure Date	

Supervisor s Responsibilities
Upon Notice of Departure
Obtain resignation/leave letter from employee
Provide employee with a written receipt and acceptance of resignation/leave
Provide employee with Employee Offboarding Checklist, Employee Knowledge Transfer Template and Project/Active Work Status Report
Leave: Complete Leave/Irregular Work Week form and send with leave letter to Schulich HR *Termination*: Complete Termination Notice and send with resignation letter to Schulich HR
Inform relevant parties of the departure
Ensure employee is transferring work-related files from personal drives and folders to another location (team-level network drives or generic mailboxes)
Confirm employee resources requiring termination using Employee Access Tracking Form
Review what is to happen with the employee's email accounts, as the hospital, Schulich and Western all have different procedures
If required, complete a Request for Hire form and send to Schulich HR
Should you wish to have an Exit Interview conducted contact Schulich HR

On Employee's Last Day
Obtain Employee Offboarding Checklist, Employee Knowledge Transfer Template and Project/Active Work Status Report from employee and verify that it is complete
Ensure employee has removed all personal items from offices and personal files from network drives (U drive, S drive, T drive, etc.), and has deleted personal emails from their email accounts
Ensure employee has returned any keys, University credit cards or travel cards, parking permit tags, laptops and/or peripheral devices, cell phones, tablets etc.
Ensure employee has set auto-reply on email accounts, and re-set voice mail password to 1234
After Employee's Last Day
Create a [Helpdesk ticket](#) to cancel employee access to network resources
Ensure department/unit website contact details and [Western Directory](#) are updated