|  |
| --- |
| Employee Exit Checklist |

Use this checklist to help you follow a good process when staff members leave your organisation.

|  |  |  |  |
| --- | --- | --- | --- |
| Things to do before your employee leaves | Yes | No | N/A |
| **Have you:** |
| asked your employee to complete any reasonable tasks and handovers? |  |  |  |
| asked your employee to save important files and emails in a shared drive? |  |  |  |
| scheduled an exit interview to get final feedback from the employee? This is a good time to remind the employee about their ongoing confidentiality agreements (Non-Disclosure Agreements [NDAs] and Intellectual Property [IP]). |  |  |  |
| reviewed the employee’s access, assets and responsibilities? |  |  |  |
| assigned any system(s) access to another person? |  |  |  |

|  |  |  |  |
| --- | --- | --- | --- |
| Things to do on your employee’s last day | Yes | No | N/A |
| **Have you:** |
| collected the employee's keys/security pass? |  |  |  |
| collected company assets (computer, phone, uniform, books, etc)? |  |  |  |
| set up auto-forward and an out-of-office auto-reply on their emails? |  |  |  |
| set up auto-forward and an out-of-office message on their voicemail? |  |  |  |
| backed up and secured any essential data or files from the employee’s devices, including mobile devices? |  |  |  |
| disabled or deactivated the employee’s user account and email access? |  |  |  |
| ensured access to company systems, applications, databases, cloud services, file sharing platforms and collaboration tools have been revoked? |  |  |  |
| informed the relevant organisational departments, vendors, clients and/or partners of the employee's departure? |  |  |  |
| updated internal directories, org charts, distribution and contact lists? |  |  |  |

|  |  |  |  |
| --- | --- | --- | --- |
| Things to do after your employee has left | Yes | No | N/A |
| **Have you:** |
| updated access control lists, asset management records and IT documentation? |  |  |  |
| monitored for any unusual or suspicious activity related to the former employee’s accounts or access? |  |  |  |
| archived their personnel file and records? Remember, it’s mandatory to keep their personnel file for seven years.  |  |  |  |
| provided a statement of employment? Remember, it’s mandatory to provide this if your employee requests it. |  |  |  |