

SUCCESSFUL APPROACHES TO OFFBOARDING EMPLOYEES

EMPLOYEE OFFBOARDING CHECKLIST:

Phase 1 – Before an employee leaves:

- Receive/Issue Notice
- Complete and file the paperwork
- Settle the final pay
- Document work for knowledge transfer
- Communicate the departure

Phase 2 – On the Day of Offboarding

- Reclaim physical/non-physical assets
- Update IT access/permissions
- Conduct an exit interview/survey
- Throw a send-off celebration

Key Questions for an offboarding interview:

1. How would you describe your time working with us?
2. What are the main reasons you want to leave the company?
3. What did you enjoy most about working here?
4. What didn't you like at all about working here?
5. Did you receive all the resources needed to get your job done? (e.g., equipment, support etc.)
6. What was your experience of management/leadership in our company?
7. What could we have done better to convince you to stay?
8. What is your opinion about current remuneration for your position?
9. Did you receive sufficient support in our company, and did you have internal development opportunities?
10. What is your opinion of our company in general as an employer?
11. What impressed you whilst working for us?
12. What was disappointing for you?
13. Is there anything else you want to tell us?

SCAN THE QR CODE TO DOWNLOAD THE FULL RESOURCES



Co-funded by
the European Union

"The European Commission's support of this publication does not constitute an endorsement of the contents, which reflect the views only of the authors, and the Commission can not be held responsible for any use which may be made of the information therein." Project Number: 2020-1-AT01-KA202-077993