



## 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