

Offboarding Checklist

| Employee Name: | | | | Employee ID: | |
|---|-----------|-------------|--------|--------------|----------|
| | | | | | |
| Termination Type: | Voluntary | Involuntary | | | |
| Resignation Date: | | | | | |
| Termination Reason: | | | | | |
| Last Day Worked | | | | | |
| Final Paycheck Due: | | | | | |
| | | | | | |
| | Co | mmuni | cation | | |
| - | | | Date? | Who? | Details? |
| Resignation Letter Received? | Yes | No | | | |
| Termination Letter or Severance Letter Provided? | Yes | No | | | |
| Vendors/Customers Notified? | Yes | No | T . | | |
| Manager/s Notified? | Yes | No | 1 | | |
| Employee's Notified? | Yes | No | | 3 | |
| Employees Updated Contact Information Received? | Yes | No | | | |
| | | | | | |
| | Cor | npany | Assets | | |
| | | | Date? | Who? | Details? |
| Large Assets | | | - | | |
| Cell Phone returned? | Yes | No | | III - | |
| PC/Laptop returned? | Yes | No | | - III | |
| Credit Card returned? | Yes | No | III I | 4 | |
| Company vehicle returned? | Yes | No | | | |

Sample Offboarding Checklist

SJ Ball

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Fitness Facility Management Steven A. Trotter, Chris Stevenson, 2024-09-30 Fitness Facility Management provides an in depth look at the challenges and rewards of managing contemporary health and fitness facilities including boutique and corporate facilities campus recreation centers community recreation and franchised fitness clubs Talent4LIFE Model Handbook Talent4LIFE Consortium, 2023-06-21 This guide is conceived for HR professionals SME business owners and all those interested in HRM and talent management agendas and aims to improve employee retention and development through implementing a talent management system Although the handbook highlights specific considerations in relation to employees 45 years it is designed to be inclusive of all employees thus widening its appeal to all size companies sectors and industries in Europe The Talent4LIFE Model Handbook contains the most important topics of the employee lifecycle from a talent management perspective The Handbook comprised six key chapters detailing the core elements of a Talent Management system 1 Recruiting for Talent 2 Onboarding 3 Develop 4 Grow 5 Retain 6 Offboarding and succession planning 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 Data Management in Large-Scale Education Research Crystal Lewis, 2024-07-09 Research data management is becoming more complicated Researchers are collecting more data using more complex technologies all the while increasing the visibility of our work with the push for data sharing and open science practices Ad hoc data management practices may have worked for us in the past but now others need to understand our processes as well requiring researchers to be more thoughtful in planning their data management routines This book is for anyone involved in a research study involving original data collection While the book focuses on quantitative data typically collected from human participants many of the practices covered can apply to other types of data as well The book contains foundational context instructions and practical examples to help researchers in the field of education begin to understand how to create data management workflows for large scale typically federally funded research studies. The book starts by describing the research life cycle and how data management fits within this larger picture. The remaining chapters are then organized by each phase of the life cycle with examples of best practices provided for each phase Finally considerations on whether the reader should implement and how to integrate those practices into a workflow are discussed Key Features Provides a holistic approach to the research life cycle showing how project management and data management processes work in parallel and collaboratively Can be read in its entirety or referenced as needed throughout the life cycle Includes relatable examples specific to education research Includes a discussion on how to organize and document data in preparation for data sharing requirements Contains links to example documents as well as templates to help readers implement practices

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