Work Learn Off boarding Checklist

**Student Name:**

**End Date:**

|  |  |  |  |
| --- | --- | --- | --- |
| **Timeline** | **Action Item** | **Materials required** | **Status** |
| **Last 2 weeks** | Prepare for exit conversation (you can use the Work Learn exit reflection questions as a guide) |  |  |
| Ensure that any knowledge transfer documents/process are on schedule to be completed |  |  |
| Complete forms terminating access to internal databases, codes, etc. |  |  |
| Obtain resignation letter (if applicable) |  |  |
| Communicate with necessary staff about the student departure |  |  |
| Other: |  |  |
| **Last day** | Confirm all department assets are returned e.g. keys, uniform, electronics, etc. |  |  |
| Conduct exit interview, if not already done |  |  |
| End Student Appointment on Workday to ensure that the student is taken off Payroll in time (if applicable) |  |  |
| Other: |  |  |
| **After last day/Ongoing** | Offer to stay in contact for future purposes e.g. reference letters, mentorship, etc. |  |  |
| Other: |  |  |