



### Work Learn Offboarding Checklist

Student Name:

End Date:

Timeline	Action Item	Materials required	Status
<b>Last 2 weeks</b>	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:		
<b>Last day</b>	Confirm all department assets are returned e.g. keys, uniform, electronics, etc.		
	Conduct exit interview, if not already done		
	Submit <a href="#">eForm</a> through HRMS to ensure that the student is taken off Payroll in time (if applicable)		
	Other:		
<b>After last day/Ongoing</b>	Offer to stay in contact for future purposes e.g. reference letters, mentorship, etc.		
	Other:		