

Off boarding Student Employee Checklist

Before Last Day

- If student is leaving before end of contract dates, ensure you receive a signed letter of resignation
- Confirm last day
- Remove student from any staff email lists
- Book time for final performance review
- Send email to department noting the departure, and thanking the student
- Discuss status of work/projects
- Ensure all files that student had been working on are organized, up-to-date, and are on a shared drive

Last Day

- Goodbye & Thank You celebration (eg. card, cake, lunch, etc.)
- Student should set an autoreply to email
- Ensure all keys are returned; access cards cancelled
- Remove access to any shared computer drives
- Student must change all computer/phone passwords and send to Manager
- Ensure you have updated contact information for student
- Meet with student for final performance review (this may be conducted prior to the last day)