## 

## Offboarding Checklist- Virtual and On-Site Placements

|  |  |
| --- | --- |
| Task | Status |
| 1. Schedule an exit interview  * Review Learning Plan * Discuss plans for wrapping up final projects * Provide feedback on overall performance |  |
| 1. Complete final student evaluation |  |
| 1. Inform relevant parties (staff, volunteers, clients) of the end of the practicum and student’s departure |  |
| 1. Arrange return of any materials belonging to the organization (e.g. keys, access cards, computers, USBs, parking permits, etc.) |  |
| 1. Ensure transfer of files and documents (e.g. from student’s personal computer/drive to shared drives) |  |
| 1. If applicable, remove student from any collaboration platforms, networks or other online spaces. |  |
| 1. Update communication systems (e.g. designate alternate contact, close e-mail account, set auto-reply on e-mails, change voicemail notice, etc.) |  |
| 1. Discuss if/how student will be able to use the work they produced (e.g. authorship/publication, retaining copies for personal use, etc.) |  |
| 1. Discuss any opportunities for continued involvement in the organization  * Locating future employment opportunities (e.g. job boards, listservs, etc.) * Interest in recommending them for opportunities |  |
| 1. Discuss future communication  * Connecting on LinkedIn * Writing a reference letter * Serving as a reference (e.g. discuss required lead time, contact information, etc.) * Share preferred contact information (e.g. non-York e-mail address) |  |
| 1. Complete partnership evaluation form (online form coming soon) |  |