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## Offboarding Checklist- Virtual and On-Site Placements

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| Task | Status |
| 1. Schedule an exit interview
* Review Learning Plan
* Discuss plans for wrapping up final projects
* Provide feedback on overall performance
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| 1. Complete final student evaluation
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| 1. Inform relevant parties (staff, volunteers, clients) of the end of the practicum and student’s departure
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| 1. Arrange return of any materials belonging to the organization (e.g. keys, access cards, computers, USBs, parking permits, etc.)
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| 1. Ensure transfer of files and documents (e.g. from student’s personal computer/drive to shared drives)
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| 1. If applicable, remove student from any collaboration platforms, networks or other online spaces.
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| 1. Update communication systems (e.g. designate alternate contact, close e-mail account, set auto-reply on e-mails, change voicemail notice, etc.)
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| 1. Discuss if/how student will be able to use the work they produced (e.g. authorship/publication, retaining copies for personal use, etc.)
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| 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
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| 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)
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| 1. Complete partnership evaluation form (online form coming soon)
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