



Work Learn Offboarding 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 | | |
| | Submit eForm through HRMS 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: | | |