

## OFFBOARDING CHECKLIST- VIRTUAL AND ON-SITE PLACEMENTS

Task	Status
<b>1. Schedule an exit interview</b> <ul style="list-style-type: none"> <li>▪ Review Learning Plan</li> <li>▪ Discuss plans for wrapping up final projects</li> <li>▪ Provide feedback on overall performance</li> </ul>	
<b>2. Complete final student evaluation</b>	
<b>3. Inform relevant parties (staff, volunteers, clients) of the end of the practicum and student's departure</b>	
<b>4. Arrange return of any materials belonging to the organization (e.g. keys, access cards, computers, USBs, parking permits, etc.)</b>	
<b>5. Ensure transfer of files and documents (e.g. from student's personal computer/drive to shared drives)</b>	
<b>6. If applicable, remove student from any collaboration platforms, networks or other online spaces.</b>	
<b>7. Update communication systems (e.g. designate alternate contact, close e-mail account, set auto-reply on e-mails, change voicemail notice, etc.)</b>	
<b>8. Discuss if/how student will be able to use the work they produced (e.g. authorship/publication, retaining copies for personal use, etc.)</b>	
<b>9. Discuss any opportunities for continued involvement in the organization</b> <ul style="list-style-type: none"> <li>▪ Locating future employment opportunities (e.g. job boards, listservs, etc.)</li> <li>▪ Interest in recommending them for opportunities</li> </ul>	
<b>10. Discuss future communication</b> <ul style="list-style-type: none"> <li>▪ Connecting on LinkedIn</li> <li>▪ Writing a reference letter</li> <li>▪ Serving as a reference (e.g. discuss required lead time, contact information, etc.)</li> <li>▪ Share preferred contact information (e.g. non-York e-mail address)</li> </ul>	
<b>11. Complete partnership evaluation form (online form coming soon)</b>	