**Offboarding Checklist - Virtual and On-Site Placements**

<table>
<thead>
<tr>
<th>Task</th>
<th>Status</th>
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<tr>
<td><strong>1. Schedule an exit interview</strong></td>
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<tr>
<td>▪ Review Learning Plan</td>
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<td>▪ Discuss plans for wrapping up final projects</td>
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<td>▪ Provide feedback on overall performance</td>
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<td><strong>2. Complete final student evaluation</strong></td>
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<td><strong>3. Inform relevant parties (staff, volunteers, clients) of the end of the practicum and student’s departure</strong></td>
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<td><strong>4. Arrange return of any materials belonging to the organization (e.g. keys, access cards, computers, USBs, parking permits, etc.)</strong></td>
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<td><strong>5. Ensure transfer of files and documents (e.g. from student’s personal computer/drive to shared drives)</strong></td>
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<td><strong>6. If applicable, remove student from any collaboration platforms, networks or other online spaces.</strong></td>
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<td><strong>7. Update communication systems (e.g. designate alternate contact, close e-mail account, set auto-reply on e-mails, change voicemail notice, etc.)</strong></td>
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<td><strong>8. Discuss if/how student will be able to use the work they produced (e.g. authorship/publication, retaining copies for personal use, etc.)</strong></td>
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<td><strong>9. Discuss any opportunities for continued involvement in the organization</strong></td>
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<tr>
<td>▪ Locating future employment opportunities (e.g. job boards, listservs, etc.)</td>
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<td>▪ Interest in recommending them for opportunities</td>
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<td><strong>10. Discuss future communication</strong></td>
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<td>▪ Connecting on LinkedIn</td>
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<td>▪ Writing a reference letter</td>
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<td>▪ Serving as a reference (e.g. discuss required lead time, contact information, etc.)</td>
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<td>▪ Share preferred contact information (e.g. non-York e-mail address)</td>
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<td><strong>11. Complete partnership evaluation form (online form coming soon)</strong></td>
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