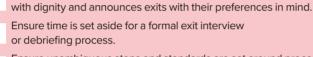
## HR'S OFFBOARDING CHECKLIST

Want to give your existing offboarding processes a shake up? Shelley Johnson and Shane Hatton share some of their best tips for HR.





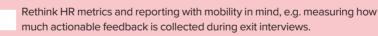


Ensure unambiguous steps and standards are set around processes such as meeting invites, equipment returns and other leaving logistics.

Create an immediate, two-way dialogue that helps employees leave

- In both company-wide communications and private conversations, detail the employees' specific contributions and achievements.
- In exit interviews, be transparent about (anonymised) past feedback and how the organisation addressed it.
- Ensure you have consistent processes set up for all leavers in terms of farewell parties, gifts, etc.





- Create formal processes for collecting data on new starters' long-term career goals.
- Find ways to celebrate former employees' successes (social posts, newsletters, etc.), particularly where achievements align with your organisation's values or mission.
- Ensure managers are all on the same page about how to talk about former or exiting employees in front of other staff members to ensure they're not bad-mouthed, which can impact existing employee's experience of work.





- Build strategic HR pillars around the entire talent lifecycle, with equal weighting across the beginning, middle and end.
- Structure teams around this lifecycle, with adequate resources for talent management and processes for tracking employees' long-term goals.
- Foster a culture where past, present and future employees see their engagement with you as a partnership rather than a transaction.