



ISSA HYGIEIA NETWORK

Employee Separation Checklist

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This employee separation checklist is a valuable resource to help organizations efficiently manage the departure of employees. By following this checklist, your organization can ensure that critical tasks are completed, access is revoked, and hardware is returned in a systematic and organized manner.

How to Use This Checklist:

1. **Employee Information:** Input key details of the employee, including their name, mobile number, usernames, personal and company email addresses. This information helps identify the necessary accounts and services to manage during the offboarding process.
2. **Out of Office (OOO) Message:** Customize the out-of-office message for the departing employee. For instance, the suggested message could read, "Thank you for your email. [Employee Name] is no longer employed with [Company Name]. Please direct your questions to [Alternative Contact] at [email address]." This ensures smooth communication with external contacts after the employee leaves.
3. **Email Forwarding:** Specify whether to forward emails to another individual and whether to map the departing employee's mailbox to someone else's Outlook for ongoing monitoring.
4. **Delegate Email Access:** Identify any team members who need temporary access to the departing employee's email account, allowing for continued operations and communication.
5. **Security Group/Distribution Lists Removal:** List the security and distribution groups the employee was a part of, and indicate which ones need to be removed. This helps ensure that the employee no longer has access to sensitive information or groups.
6. **Share Access Removal:** Outline which file shares or resources the employee had access to and ensure their permissions are revoked. This is crucial for maintaining data security post-departure.
7. **Laptop & Hardware Return:** Record the return of company-issued hardware, including laptops, and ensure personal contact information for the employee is captured to facilitate follow-up if needed.
8. **Applications to Remove:** Check off which applications and services the employee should no longer have access to Office 365, Teams Calling (domestic or international), Salesforce, WhatsApp, and Adobe (Acrobat Pro) etc. This step ensures that the employee's access to company tools and data is securely terminated.

Benefits: This checklist can be used by HR, IT, and security teams to streamline the employee offboarding process, ensuring that all key steps are handled efficiently. It helps protect company assets and data while maintaining smooth operations during the transition. By using this checklist, your organization can minimize security risks and ensure a smooth exit process for departing employees.



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