

# LEAVING TEACHING & TECHNOLOGY

## Offboarding for Employees

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Thank you for choosing the Office of Teaching and Technology as your employer of choice. We appreciate the hard work and dedication you have contributed to make us successful. You will be missed, and we want to wish you the best with your future endeavors.

### What Is Offboarding?

The definition of offboarding is the process of formally separating an employee from the organization they work for.

The purpose of offboarding is to protect the interests of both the University and departing employee. When an organization and an employee make the decision to part ways, it is important to make the transition as smooth as possible.

As an employee, to aid in your transition, please follow the steps outlined below when you are leaving the Office of Teaching and Technology or transferring to another department. Should you have any questions about the process please email TNT-HR at [tnt-hr@mail.ufl.edu](mailto:tnt-hr@mail.ufl.edu).

- Submit a Resignation Letter addressed to your immediate supervisor
- SiseneG Midget, HR Specialist III in TNT HR, will send an email with the subject Employee Offboarding to the employee and copy you supervisor and Director. If you do not receive an email within a week of submitting your resignation letter, please email [tnt-hr@mail.ufl.edu](mailto:tnt-hr@mail.ufl.edu) to ensure we've been notified.
  - This email will include the [Exit Checklist - Separation](#) or [Exit Checklist - Transfer](#). Your supervisor should go over the checklist with you. Some items are handled by TNT HR, which will be checked off.
  - You will also receive a notification from UF Human Resources to complete the [UF Employee Exit Questionnaire](#)
  - See Knowledge Transfer section on the next page

## KNOWLEDGE TRANSFER

To provide for an orderly transition of responsibilities, it is beneficial for supervisors/managers to dedicate time to collaborate with a departing employee and document current/outstanding projects, upcoming deadlines, contact information for outside vendors, and other institutional knowledge that might be lost during transition. Below are some suggestions for documenting information for a smooth transition.

Consider providing:

- A project status report which might include: (a) A list of all current, outstanding and important upcoming projects, deadlines, and tasks (b) A list of ongoing regular tasks (c) Open items on which you are currently working, and (d) Contact information for those with whom you have been working on tasks, projects, committees, etc.
- A list of key people (internal and external) to whom someone else should be introduced to before the you leave your position.
- A list of external agencies or groups (including contact information) with whom the you interact with in fulfilling your responsibilities.
- Compilation and location of specific files/records/emails related to current or past projects.