

LEAVING TEACHING & TECHNOLOGY

Offboarding for Supervisors/ Managers

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 a supervisor/manager, it is your primary responsibility to ensure that all separation/transfer steps outlined below are taken when an employee is 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.

- The employee should submit a Resignation Letter addressed to their immediate supervisor
- Supervisor/designee sends the resignation letter to the Director of their unit and copies TNT-HR
- TNT HR will send an email with the subject Employee Offboarding to the employee and copy the supervisor and Director.
 - This email will include the [Exit Checklist - Separation](#) or [Exit Checklist - Transfer](#). The checklist is to be completed by Supervisor. Some items are handled by TNT HR, which will be checked off.
 - The employee 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 asking the employee to provide:

- 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 the employee is currently working, and (d) Contact information for those with whom an employee has 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 current employee leaves their position.
- A list of external agencies or groups (including contact information) with whom the exiting employee interacts in fulfilling one's responsibilities.
- Compilation and location of specific files/records/emails related to current or past projects.