

CCS Insights: Retrenchment 50 – Offboarding Checklist

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The following outlines the final steps in the retrenchment process, including those that play role in the transfer of knowledge and the return of company property.

1. Send out communications to appropriate people notifying them of the person's departure

This can include the person's coworkers, peers, direct reports, and any other external stakeholders to the organization that should be made aware.

2. Set up a knowledge-transfer plan

The departing employee will need to transfer any specific knowledge about the job to his successor or other team members.

While we are referring to the more complicated knowledge transfer of details and skills about a specific project, don't forget those simple knowledge transfers. For example, phone numbers of external vendors, keys for cabinets, etc.

3. Return company property

- Cellphones
- Laptop
- Specialized equipment
- Company car
- Company credit card, etc.

4. Update internal systems

Remove your employee from IT systems, security, etc. Also, if you have an organization chart, make sure to update it too. Complete final payments in the payroll system.

5. Conduct an exit interview, or have employee fill out an exit questionnaire

下面概述了裁员过程最后的一个步骤，这包括：知识转移和公司财产的归。

1. 向相关人士发送通知，告知他们有关【被裁员】人士的离开
这可能包括：该雇员工作上的伙伴、同事，直属上司以及公司任何其他外部利益相关者。

2. 制定知识转移计划

该即将离职员工将需要将有关工作的任何特定知识转移给其继任者或其他团队成员。

当然，除了特定涉及复杂细节和技能项目需要进行知识转移，也别忘了那些简单的知识转移。例如：外部供应商的电话号码、抽屉的钥匙等等。

3. 需要归还的公司资产

- a. •手机
- b. 笔记本电脑
- c. •专用设备
- d. •公司车
- e. •公司信用卡，等等。

4. 更新内部系统

5. 从公司科技系、安全系统等等，把您的员工的使用权给撤下。此外，如果您拥有组织结构图，请确保也进行更新。在薪资系统中，完成最终的付款。

6. 进行离职面试，或让员工填写离职问卷

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