Work Study Offboarding Checklist

Timeline	Action Item
Last 2 weeks	Prepare for exit conversation (you can use the Work Study exit reflection questions as a guide)
	Ensure that any knowledge transfer documents/process are on schedule to be completed
	Complete forms terminating access to internal databases, codes, etc.
	Communicate with necessary staff about the student departure
Last day	Confirm all department assets are returned e.g. keys, uniform, electronics, etc.
	Conduct exit interview, if not already done
	Other:
After last day/Ongoing	Offer to stay in contact for future purposes e.g. reference letters, mentorship, etc.
	Other: