

# Staff Exit Checklist

## Before Staff Member's Last Day

- Confirm Staff Member's Last day.
- Ensure Staff Member's direct supervisor conducts an exit interview.
- Collect church credit cards, devices, and keys from the staff member.
- Inform employees in the Staff Member's department of their departure.
- Inform the Staff Member that their Google account will be deactivated after 1 month after their departure.
- Collect essential documents from the Staff Member.
- Collect any login information from the Staff Member.

## After Staff Member's Last Day

- Alter Realm permissions and change title in Realm.
- Forward Staff Members' emails to their direct supervisor or other designated recipient.
- Remove the Staff Member from the OD website staff page.
- Send a reminder email 3 days before Google account deactivation.
- After 1 month, deactivate Staff Member's Google account.