

# CHECKLIST FOR IT EMPLOYEE OFFBOARDING

Whether an employee leaves a company of their own accord or not, they first must be offboarded to ensure an easy and secure transition from their current role to their next one. IT administrators play a critical role in the offboarding process and must quickly and efficiently offboard the employee to keep business running smoothly. Follow our nine step checklist to make sure you're protecting your company's network and data.

1

## Disable Employee's User Accounts

- Disable, do not delete
- Azure Active Directory, SSO, etc

2

## Disable/Change Other Accounts or Passwords

Email, Company social media accounts, applications

3

## Disable VPN

Terminate VPN and ensure there are no backdoors in your network or remote access methods

4

## Convert to Shared Mailbox

Set up employee's email to a shared mailbox and give rights to the appropriate individuals to monitor customer requests

5

## Change Employee's Voicemail Password

Make sure the employee does not have access to the phone system and change their voicemail password

6

## Retrieve Company-Owned Physical Assets

- Laptops, phones, fobs, keys, etc
- Keep a list of all physical assets

7

## Prevent Physical Access

Change pins, locks, door codes, etc so that the employee cannot gain physical access

8

## Create a Backup of Employee's Devices

Don't delete anything off employee's devices, make a backup before wiping devices and hold on to it

9

## Contact Vendors

Inform vendors of the employee's departure and assign a new employee to their account