OFFBOARDING
Tisch Library

This checklist lists the specific tasks required for the successful offboarding of Tisch Library staff. The list is organized by the role or department responsible for ensuring that the specific task is accomplished.

Employee's Responsibilities	
Submits written resignation/retirement notice to supervisor that include the effective date of resignation, specific reason(s) for the resignation, the employee's position and department, and the employee's legal signature See Tufts Guidelines for giving notice, Retirement or Resignation	
Contacts Tufts Support Services (TSS) to address any questions about benefits, contact Tufts Support Services by email, tss@tufts.edu or by phone: (617) 627 – 7000	
Transfers files on computer, networked drives and Box to supervisor and saves anything to thumb drive or their personal drive they would like to keep	
Returns borrowed library books and materials to the circulation desk	
On the last day, the employee should return keys to department doors, file cabinets, desks, etc. and their Tufts Identification Card to the Director's Office, room 228 If the employee is working remotely, email the Directors Office staff to coordinate returning keys and identification card	
On last day, the employee should return their Travel and Procurement card(s) to supervisor If remote, email the supervisor to coordinate returning the Travel and Procurement card(s)	
(Optional) The employee should contacts Human Resources (HR) for an exit interview or exit survey, contact Human Resources at: (617) 627 – 7000, #2 or tss@tufts.edu	

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Supervisor's Responsibilities	
Shares employee's written resignation/retirement notice with the library director NOTE: For Resignation: Staff must provide a letter to their supervisor with the specific date they will discontinue employment A copy of the letter must be sent to the Directors Office, room 228 / email, tischadmin@tufts.edu	
As soon as possible, prepares content for email announcement of employee's departure to share with the library director	
Obtains computer (and any other University property) and returns laptop/power supply to Director's Office, room 228 If employee is working remotely, email the Directors Office staff at tischadmin@tufts.edu or call (617) 627 – 3345 to coordinate returning laptop/power supply and any other University property	
Plans for coverage and transition of any services, such as liaison responsibilities and research guides, etc.	
Schedules exit meeting with employee to pull together unfinished work and get feedback on what worked well and what could be improved for the replacement	
Plans celebration of employee in coordination with the Director's Office and other colleagues that would like to be a part of the celebration planning/coordination	
Obtains two farewell cards for staff to sign and distributes cards to various departments in the library at least a week before the employee's departure If employee is working remotely, supervisor will plan a virtual celebration	
Deactivates employee account access (Alma, Springshare, GOBI, etc.)	
Stores employee's computer and works with Tufts Support Services (TTS) to refresh it for the next user	

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Director's Office Responsibilities	
Director's Office staff works with Human Resources (HR) to submit separation PAF on behalf of the employee	
Library Director sends all-staff email announcing employee's departure	
Director's Office staff support supervisor in organizing In-person farewell events	
Director's Office staff coordinates with supervisor to receive employee's computer and stores computer and works with Tufts Technology Services (TTS) to refresh it for next user	
Director's Office staff coordinates with employee to receive keys (desk, filing cabinets, office door), Travel and Procurement Cards, and Tufts Identification Card	
On last day, after the employee leaves, Director's Office staff contacts TelData, at TelData@tufts.edu to reset phone and voicemail	
On last day, after the employee leaves, Director's Office staff contacts Tufts Public Safety, at accessreq@tufts.edu to deactivate card access	
On last day, after the employee leaves, Director's Office staff removes employee profile under the people menu on the Tisch Library website	
On last day, after the employee leaves, Director's Office staff unsubscribes employee from elists	
On last day, after the employee leaves, Director's Office staff removes employee from the organization chart (and organization chart under the about menu on the Tisch Library website) phone list in the Staff Essentials site	
The Library Director will offer/invite the employee for an exit interview	

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