

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 contact [Human Resources \(HR\)](#) for an exit interview or exit survey at: (617) 627 – 7000, #2 or tss@tufts.edu. The employee can also provide feedback on Tufts experience via an optional [online exit interview](#)

Supervisor's Responsibilities

Shares employee's written resignation/retirement notice with the library director	
NOTE: <u>For Resignation:</u> 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 <u>Directors Office</u> , 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 <u>Directors Office staff</u> 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 <u>Director's Office</u> 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 <u>Tufts Support Services (TTS)</u> to refresh it for the next user	

Director's Office Responsibilities

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