****

**Departure and Offboarding Checklist**

The offboarding checklist serves as a guide when departing from the UNL Department of Food Science and Technology and the Food Innovation Complex on the Nebraska Innovation Campus. *Submit completed form on your last day (before you leave!)* to Julie McManamey at [julie.mcmanamey@unl.edu](mailto:julie.mcmanamey@unl.edu), FIC 231 or mailbox in FIC 225.

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
|  | | |  |  | | | |
| First Name | | |  | Family or Last Name | | | |
|  |  |  | | |  |  |
| Last Day |  | NU ID | | |  | Employee Personal Number (if applicable) |

*Position*

|  |  |  |  |
| --- | --- | --- | --- |
| * Graduate Student | * Visiting J-1 Scholar | * Volunteer | * UNL Undergraduate Student |
| * Other *(please define)* |  | | |

*Forwarding Contact Information*

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  |  |  |  |  |
| Email Address |  | Phone Number |  |  |
|  |  |  |  |  |
| Street |  | City, State, Country |  | Zip Code |

*Future Plans*

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| * Employment | * Education | | * Other |  |  |
| Company or University or Institution | |  | | | |
| Job Title or Degree Pursuing | |  | | | |

*Items to Complete Before Departure*

* Exit Interview

*Required for Graduate Students! Optional for other positions.*

Contact Sharisa Heier ([sheier3@unl.edu](mailto:sheier3@unl.edu)) to set up an exit interview with Dr. Curt Weller, Food Science and Technology Department Head

* Pending Projects

Discuss status of pending projects and duties with supervisor/faculty advisor

* Files

Review and purge files. Retrieve or delete personal and non-UNL work files, emails, and information from your work computer and UNL provided electronic equipment.

* MS OneDrive and Box Shared Files

Review, purge and transfer files saved on MS OneDrive or Box (box.unl.edu). Access to box.unl.edu ends immediately following your last day of employment, unless you have a subsequent active appointment (e.g. affiliate position or transfer to another UNL position). You may want to consider other cloud storage solutions with an account tied to your personal email address storage solutions (e.g. Dropbox).

* University Data

Migrate and delete all electronic files containing University data from personally owned computer, mobile devices, and cloud storage media (e.g. flash drives, etc.). Return all paper documents containing University data to your faculty advisor.

* Licensed Software

Remove or uninstall all University licensed software on personally owned computer and mobile devices.

* University Equipment

Return all UNL items and equipment to your faculty advisor.

* Personal Items

Remove all personal items from work location.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  |  |  |  |  |
| Name (printed) |  | Signature |  | Date |
|  |  |  |  |  |
| Faculty Advisor (printed) |  | Signature |  | Date |
|  |  |  |  |  |

* Building Access and Keys

Leave cabinet and file keys with the cabinet or turn in to faculty advisor.

Turn in office room keys into Julie Reiling in FIC 271.

Julie Reiling will terminate building and room card access.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Julie Reiling** |  |  |  |  |
| FIC Building Access (printed) |  | Signature |  | Date |