How to Solve Your Top Offboarding Problems
Offboarding is a hard time for everyone—teams have to adjust to somebody leaving, the departing employee has to say goodbye to old friends, and HR has to balance giving that employee a good exit experience with making arrangements to replace or do without them. And if you’re firing someone, the situation is all the more delicate and fraught with emotions, making it even more important to get the offboarding process right.

Here’s how BambooHR® helps you solve some of your top offboarding challenges.

**Solution #1: Offboarding Checklists**

Offboarding may not seem as glamorous as onboarding, but your to-do list is likely just as long, and it’s equally important to get it all checked off correctly to minimize negative experiences for employees and remain compliant. Offboarding steps you’ll need to take may include:

- Getting IT to turn off all access and retrieve any equipment from the employee
- Coordinating with the employee’s manager to make sure all their projects are handed off
- Setting up and conducting an exit interview
- Notifying all benefit providers
- Sending COBRA information to the departing employee
- Setting up the employee’s last check

To top it all off, you want to leave employees with a good feeling. Former employees become part of the word-of-mouth marketing about your organization and sometimes boomerang back.
The good news is you don’t have to rely on sticky notes anymore to keep track of every offboarding task for each termination. BambooHR makes it easy to set up customized offboarding checklists and assign tasks to different individuals, making your life easier and ensuring that each employee who leaves has a consistent, seamless experience. You can also set due dates for each task, so everyone else stays on top of their to-dos, as well.

**Solution #2: Automated Reminders**

Timing can be a crucial element of crafting a careful, compliant, and relatively positive exit experience for your employees. For example, if you expect the employee to train their replacement, then you need to hire someone before they’re gone. Likewise, you don’t want to leave the exit interview to the last minute and have the employee feel rushed to give their final feedback—or worse, have to skip it altogether due to poor planning.

With BambooHR, you don’t have to constantly check and recheck your list to make sure you’re hitting your task deadlines, and you don’t have to hound everyone else to do the same. BambooHR automatically sends reminders to those involved in the offboarding process, so you can make sure everything gets done in a timely manner and relieve some of the stress from what can be an awkward process.
Solution #3: Turnover Report

People leave jobs for many different reasons, some of which are out of your control, like having to move, going back to school, or retiring. But what about all the other times an employee might be leaving because it’s you, not them? Do you understand the trends that influence such departures? You can’t really afford to guess.

Replacing an employee doesn’t just cost the organization money—between one-half to two times the employee’s annual salary—it also means losing the departing employee’s experience and unique talents.

BambooHR gives you clear insight into these turnover factors through its reporting features. You have access to a range of metrics—e.g., you can look at the reasons why employees left, scrutinize seasonal changes, or cross-reference employee performance. This helps you be more proactive in making effective changes, so you’re able to retain great people and improve the employee experience.

Offboarding is, in many ways, the last real opportunity your organization has to show employees that you value them. Removing all the administrative hassle from your offboarding process and being able to review its effectiveness will help you put the employee at the center of the experience.

Learn More About BambooHR Offboarding