



Checklist termination of employment – for managers

Below you will find a checklist for the exit process of an employee after termination of the employment contract. As a manager you are responsible for the execution of the actions on the checklist below.

When an employee leaves the company it is important that the right steps are taken in the last working weeks of the employee and that the farewell takes place in a positive way. An employee who is no longer employed with us remains an ambassador for our organization. A smooth exit process reinforces or restores the positive feeling about the organization and thus increases the chance that the former employee refers talented employees to us. In addition, after a smooth exit process former employees are more inclined to return. Thus, a good exit process has a positive influence on our employer brand and the image of Dümmen Orange.

	Done?
Make agreements with the employee about the completion and transfer of work and the date of the last working day.	
Inform colleagues and other stakeholders.	
Complete Off board form (received from Juan Rojas) and send it back to Juan.	
Organize the farewell of the employee in accordance with ' <i>Special occasions - regulation and procedure</i> '. Ask for this document at HR.	
If the employee needs to be replaced: complete a staffing request	

HR

After receipt of the written resignation, HR will inform the payroll administration about the termination of employment and HR will confirm the receipt of the resignation with a letter for the employee. A form for the return of the company properties will be attached to this letter.

HR will also plan an exit interview with the employee. The purpose of the interview is to discuss the reason for departure and to receive feedback on a number of topics. This in order to learn from the feedback and to find out what we can do better in the future.