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Please read the information below in detail and take all appropriate steps **before you/your supervisee leaves on their final day at the College**. If you have any questions, please contact the Help Desk at 802-440-4476, helpdesk@bennington.edu. Explanations of each item can be found at the bottom of this page.

Offboarding Checklist:

	Required Actions Before you Leave on Your Last Day
☐	1. Transfer critical files to a shared drive, or transfer ownership.
☐	2. Turn on an away message in Bennington Gmail.
☐	3. Delete all College files/materials from personal devices.
☐	4. Retrieve all personal files from Bennington device(s).
☐	5. Log out of separating employee's AppleID on all Bennington-issued devices that will be returned to the College.
☐	6. Return College-issued devices to the Bennington Help Desk on the first floor of Commons.
☐	7. Assign delegate access to monitor email to someone in your office.
☐	8. Change outgoing voicemail message or forward phone line.

1. **Transfer the separating employee's critical files to a shared drive, or transfer ownership.**
   a. For personal work documents that the entire department should have access to, please transfer these files from the separating employee's individual Bennington Google Drive to a shared Google Drive. If the department does not have a shared Google Drive, the separating employee and the supervisor should coordinate to create one.
   b. For personal work documents that need to be owned by an individual at the College, rather than shared with the entire department, please transfer ownership to that person.
2. **Turn on the separating employee's away message in Bennington Gmail.**

   Set an away message in advance of leaving the College. Some draft language is below:

   Thank you for your message. I will be leaving Bennington College on {{date of your separation}}. {{Name of contact taking over your portfolio}} will be taking over my portfolio upon my departure; you can reach {{her/him/them}} at {{email address of contact}}, {{phone number of contact}}. Please update your address book and send any future correspondence to {{her/him/them}}.

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3. **Delete all College files/materials from personal devices.**

   If the separating employee has used any personal devices, such as a cell phone or personal computer, for College-related work, please remove any files from those devices.

4. **Retrieve all personal files from Bennington device(s).**

5. **Log out of separating employee's AppleID on all Bennigton-issued devices that you will be returning to the College.**

   If the employee has been using a personal Apple ID on any of the Bennington-issued devices (for example, on a College-issued laptop, iPad or a Bennington-issued iPhone), please log out of this AppleID.

6. **Return devices to the Bennington Help Desk on the first floor of Commons.**

   Please return all Bennington-issued devices, including laptops, monitors, keyboards, mice, phones, and other devices to the Bennington College Help Desk on the first floor of Commons or to the IT Staff Office in Dickinson 225. Please note that the separating employee's department will be charged the full replacement cost for any unreturned equipment. If the separating employee is working remotely and will not be physically on campus for their final day, it is the employee's responsibility to package and ship all equipment back to the IT@Bennington team, following these instructions:
   a. Take the devices to a USPS, UPS, or FedEx shipping center. Find a secure packaging option for the devices, such as a laptop mailing box.
   b. Ship the devices to:

      IT@Bennington
      One College Drive
      Dickinson 225
      Bennington, VT   05201
   c. Save and submit receipts to itaccounting@bennington.edu. Indicate that these are the shipping expenses for returning equipment after employee's separation from the College.

   Please note that replacement costs for any unreturned equipment will be charged to the separating employee's department three days after their official separation date.

7. **Enable access to Bennington email to appropriate person(s).**

   The separating employee and supervisor should coordinate to identify who, if anyone, in the department should have access to the employee's email after separation. Anyone designated to need access to the email should be provided "delegate access" to the email. *NOTE: It is the responsibility of the supervisor and employee to set up delegated access before the employee separates; the IT@Bennington team will not provide delegate access to separated employee's emails except in extraordinary circumstances, and *all* accounts will be terminated permanently 30 days after separation.*

8. **Change the employee's outgoing voicemail message, or forward the employee's phone to a new line.**

   The separating employee and supervisor should coordinate to determine if the employee's phone should forward to another number, or, alternatively, the employee should simply change the voicemail message to indicate that they have left the College and to whom the caller can redirect their call. Once this is determined, the employee should login to RingCentral and either forward

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[their phone to a different phone line](#) or [change their voicemail message](#) to indicate that they have left the College and to whom the caller should redirect their call. Sample language is provided below:

> You've reached the voicemail for {{Separating employee's full name}}. I am no longer working at Bennington College. Please feel free to call {{name of person taking calls}} at {{their phone #}}. Again, you can call {{name of person taking calls}} at {{their phone #}}. Please update your address book with this new contact information; this phone line will be shut off on {{30 calendar days after employee leaves the college}}. This voicemail line is not monitored; please do not leave a message.