CAREER CENTER
ELEVATE
COLORADO STATE UNIVERSITY

STUDENT EMPLOYEE **OFFBOARDING CHECKLIST**

Use this checklist to inform and guide your department's offboarding process

STUDENT EMPLOYEE NAME		**SUPERVISOR NAME**	
STUDENT DEADLINE			

	TASK DESCRIPTION	DATE(S) SCHEDULED / COMPLETED
	SUPERVISOR TASKS	
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TALK TO YOU DEPARTMENT'S HR LIASON TO LEARN MORE ABOUT TERMINATING STUDENT EMPLOYMENT

	HUMAN RESOURCES-RELATED TASKS	
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TALK TO YOU DEPARTMENT'S IT DEPARTMENT TO LEARN MORE ABOUT TERMINATING STUDENT EMPLOYMENT

TECHNOLOGY-RELATED TASKS

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ADDITIONAL TASKS

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