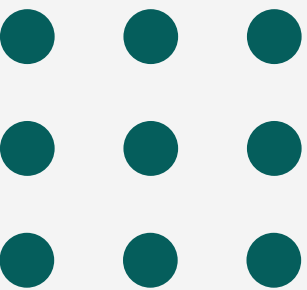


Offboarding Your Employees

EL Roundtable



Facilitators

Experiential Learning (EL) Team



Stacey Pratt
(she/her)
Internship Coordinator
CUIP

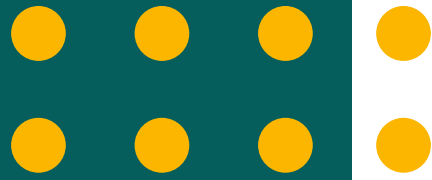


Taylor Harrison
(she/her)
Student Employment
Project Specialist

Agenda

- Importance of Off-boarding
Student Employees
- Strategies/Tools
- Exit Checklist Activity
- Large Group Discussion

Importance of Off-boarding



Streamline Exit

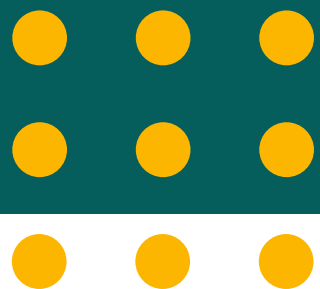
Streamline the process for student employees to wrap-up projects

Student Reflection

Help student make meaning of their experience

Employer Growth

Gather feedback to be able to grow as an employer and attract future student employees



Strategies

1

Meaning-making

2

Site evaluation/Exit survey

3

Sharing resources on how to stay connected

4

Technical items

5

Affirmations

6

Additional Tips

Meaning-Making

As we off-board student employees, we can support them make meaning of their experience. Two example ways:

Student does their **own written reflection first** and **then has a conversation** with their supervisor

Tool: [TEMPLATE Making Meaning of Your Experience*](#)

During a meeting, student does verbal reflection via **guiding questions with supervisor**

Tool: [TEMPLATE Guiding Discussion Questions*](#)

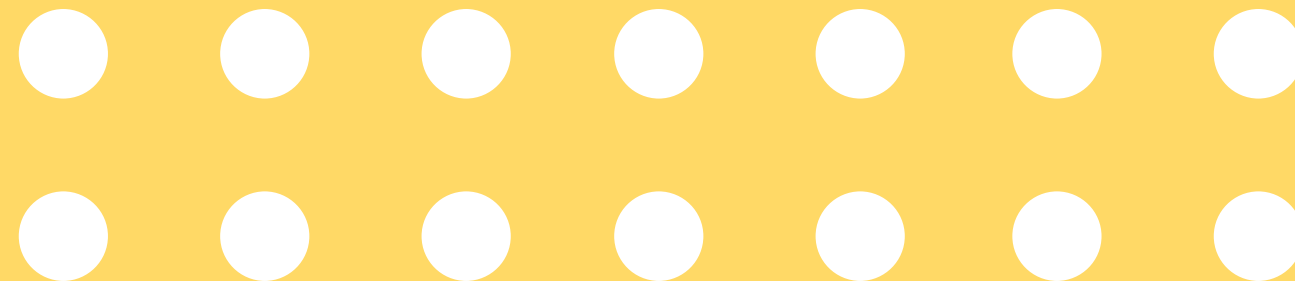
*Downloadable options at <https://canvas.ucsc.edu/courses/47829/modules>

Meaning-Making

NACE Career Readiness Assessments/Evaluation

- You can have students complete [quarterly evaluations](#)* of their career readiness!
- There is a [supervisor version](#) as well!

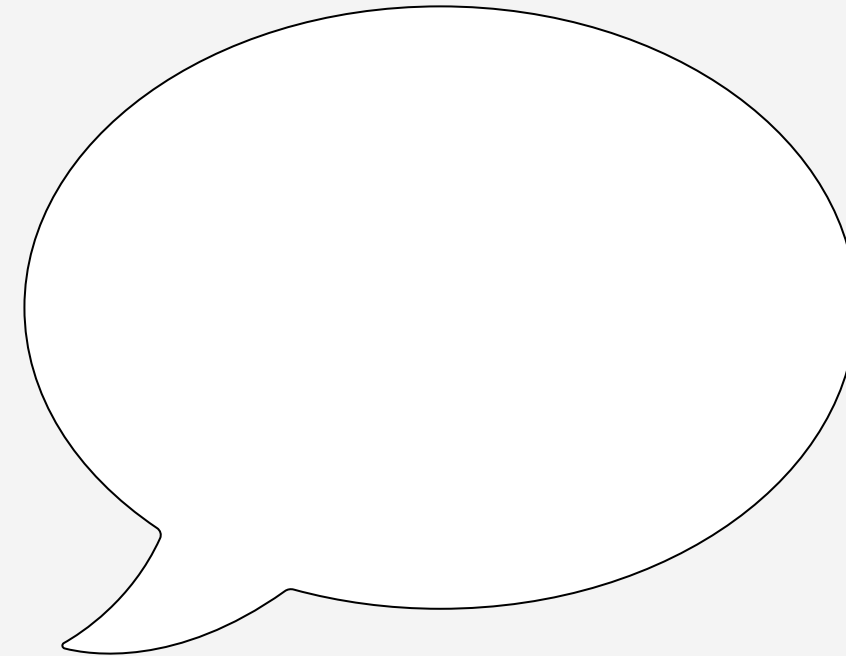
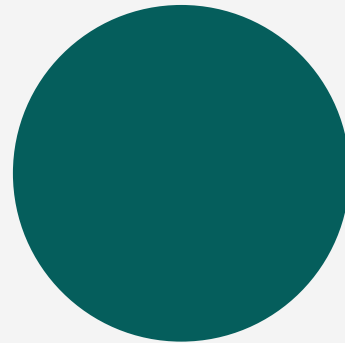
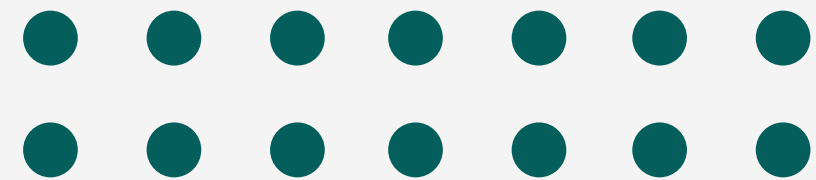
*Downloadable options at <https://canvas.ucsc.edu/courses/47829/modules>



Exit Interviews

What is an exit interview?

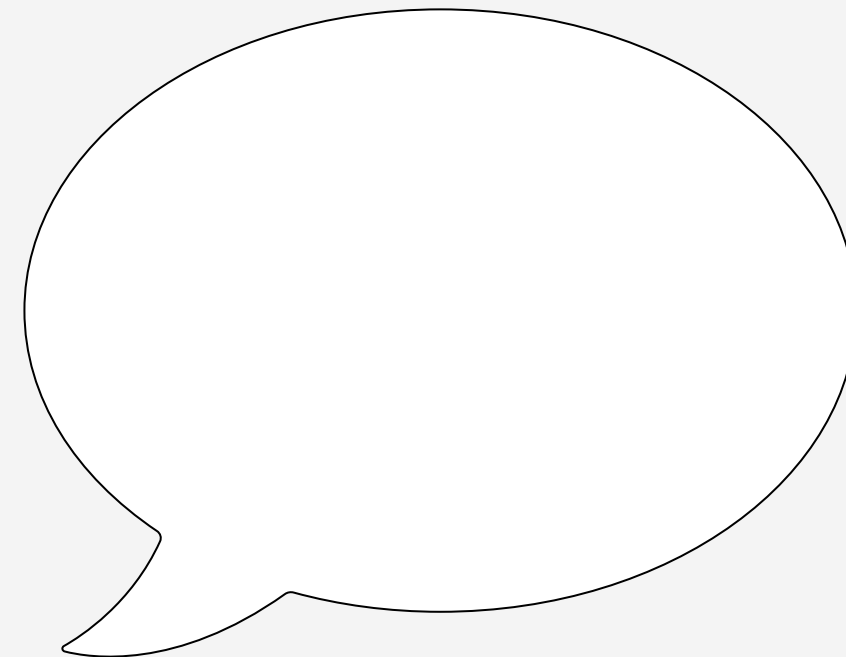
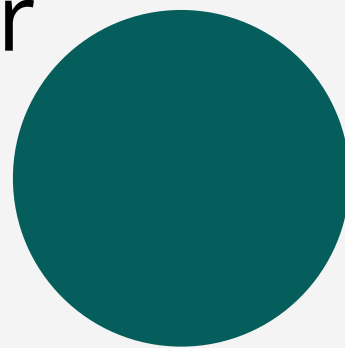
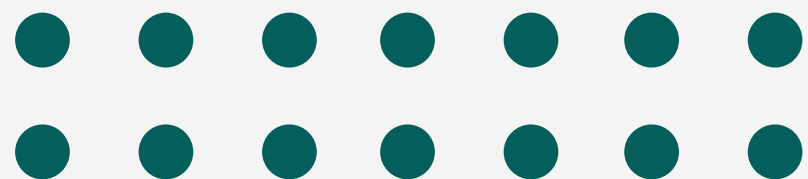
- Exit interviews are generally a **conversation** between the student and supervisor about the student's experience at the specific site. Essentially, the focus is on **feedback for the employment site.**



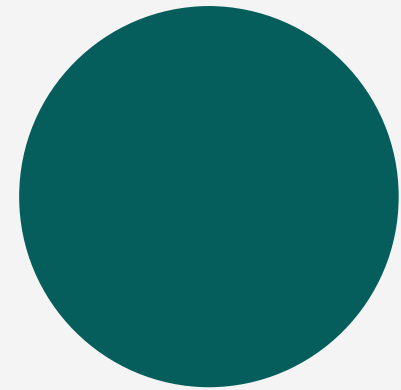
Exit Interviews

Why is this important?

- Better understand why student(s) leave
 - E.g., graduation, new opportunity, etc.
- Retention
- Understand strengths and areas for growth as employer

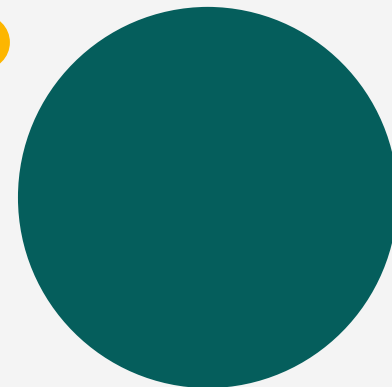


Sharing Resources & Staying Connected



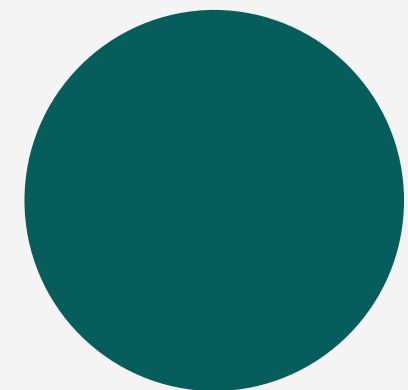
Staying Connected

- Email address
- Connect on LinkedIn



Recommendations

- Letter of Rec (if applicable)
- LinkedIn Endorsement or Recommendation

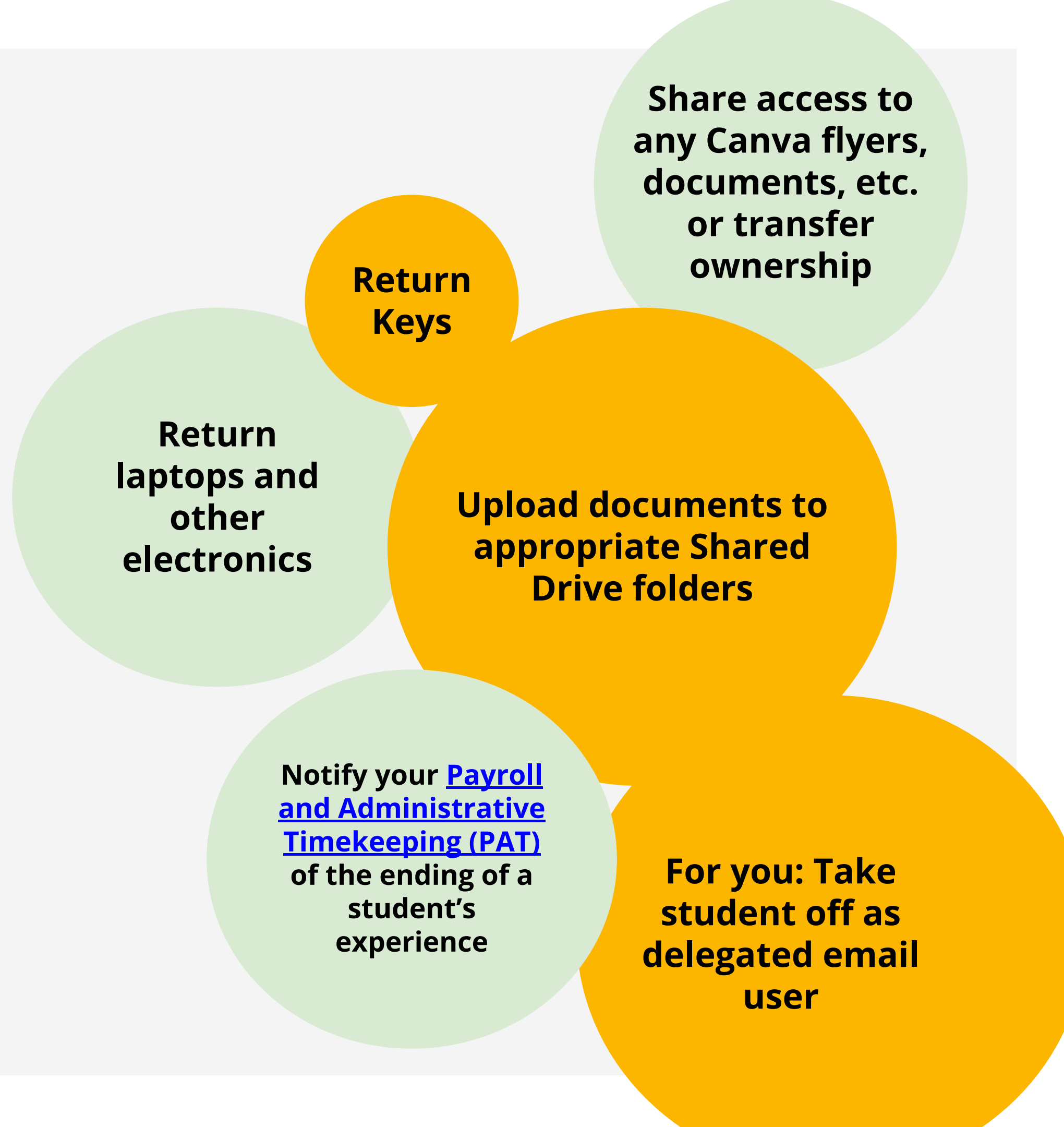
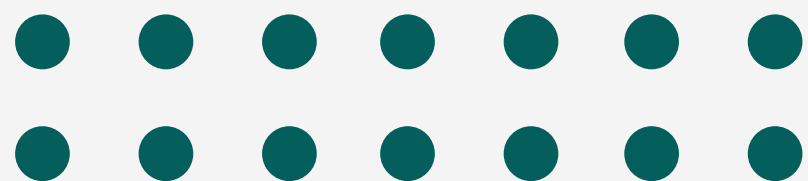


Additional support PD

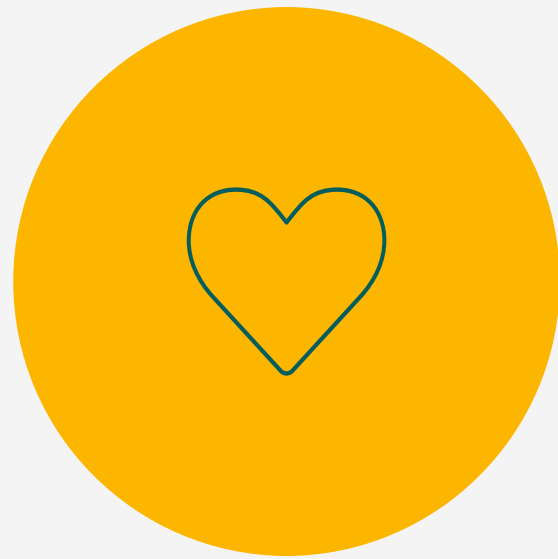
- Alumni panel invite
- Help them update resume with current position description

Technical Items

Ensure the student knows all of the action items they need to complete before their official last day

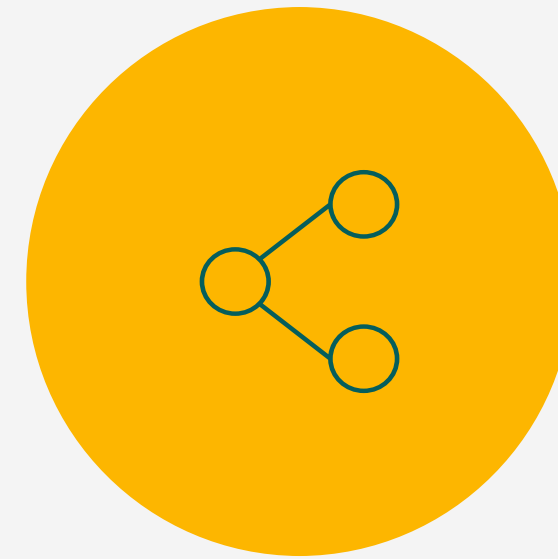


Gratitude Sharing



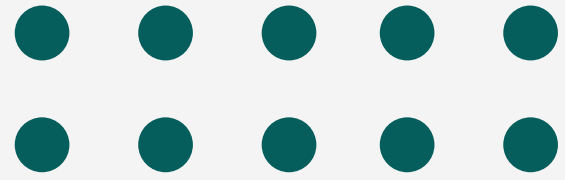
Affirmation E-cards

Virtual letters showcasing the wonderful support they provided the team/office



Bonding Check-in

Providing a final check-in for the whole student staff with small snacks (if there is a group of student staff)

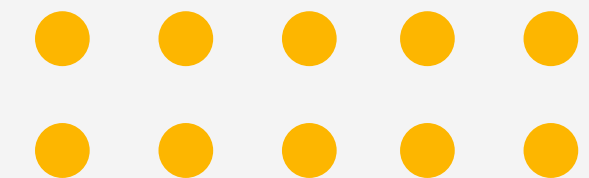


Additional Tip

If job ends before expected date:

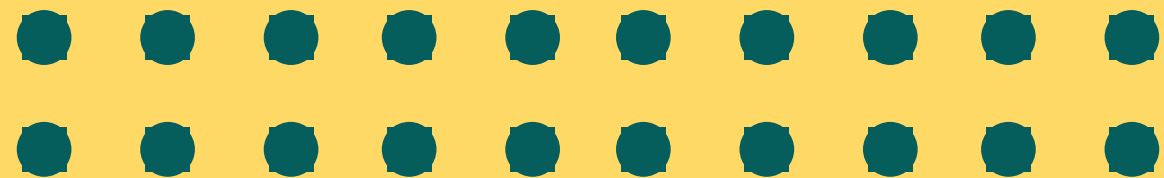
1. Can ask for a written notice via email*
2. Remember to formally notify your [PAT Timekeeper](#)

*Can talk about this at the start experience, when expectation sharing



Individual Activity

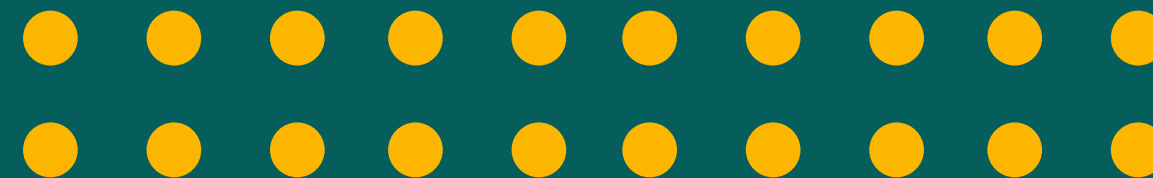
- Pretend you are going to off-board a student employee at your site
- Draft out an [Internal Exit Checklist](#)



Group Discussion

Share out what your exit checklist consists of:

- New strategies
- Order of strategies and reasoning for it





Q & A



Which questions do you have?

Stay Connected!

Email: ucscel@ucsc.edu

Next Experiential Learning Roundtable:

- [Supporting Igtbqia2s+ Students](#)
with delfín bautista
- Tuesday May 21 3-4pm

