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](https://canvas.ucsc.edu/courses/47829/modules)

- **During a meeting**, student does verbal reflection via **guiding questions with supervisor**.
  - Tool: [TEMPLATE Guiding Discussion Questions](https://canvas.ucsc.edu/courses/47829/modules)

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

**Technical Items**

*Return Keys*

*Upload documents to appropriate Shared Drive folders*

*Return laptops and other electronics*

*Notify your Payroll and Administrative Timekeeping (PAT) of the ending of a student’s experience*

*Share access to any Canva flyers, documents, etc. or transfer ownership*

*For you: Take student off as delegated email user*

*Share access to any Canva flyers, documents, etc. or transfer ownership*
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

*Downloadable options at https://canvas.ucsc.edu/courses/47829/modules
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 lgtbqia2s+ Students**
  with delfín bautista
• Tuesday May 21 3-4pm