PREPARATION FOR STAFF DEPARTURE

1.   **Exiting Staff Members / PhD Student**. Checklist:

a.   Arrange a farewell interview if required

b.   Office. Furniture / cleaning

c.   Security. recovery of keys, cancel ID card zones, cancel PIN codes

d.   Phones. Reserve or transfer 'phone number

e.   IT team recover hardware.

f.   IT team cancel Galen / Hildegard and medinternal accounts.

g.   Database / website / committee membership

h.   Remove any PURE links.

i.   Change staff profile to 'past' on the database that feeds the website

j.   Remove door sign

k.   Obtain a forwarding address

2.   **Change of Role**. For individuals changing role then a bespoke application of the list contained here will be established:

a.   Change of telephone numbers / ports.

b.   Rebuild of PCs / Movement of shared or local IT devices.

c.   Packing and / or archiving.