|  |  |  |
| --- | --- | --- |
| Employee Information | |  |
| Name |  | |
| Title |  | |
| Manager |  | |
| Employee ID |  | |
| Call Extension |  | |
| Starting Date |  | |
| Employee Email |  | |
| Department |  | |
| Workstation Location |  | |

* **Read our blog post**, which provides more information on each Checklist Item.  
  <https://delinea.com/blog/it-offboarding-checklist-template>

A close-up of a checklist

Description automatically generated

* **FREE PAM CHECKLIST:**   
  Need a step-by-step guide for planning your strategic journey to privileged ­­access security? Start with our free, customizable PAM Checklist  
  <https://delinea.com/resources/privileged-access-management-pam-checklist>

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Checklist Item** | | **How is this service provided?** | | | **Status** | **Notes** |
| **Automatically** | **Manager Request Required** | **Employee Request required** |
| **Announce employee departures** | | **x** |  |  |  |  |
| Add your subtask | | **x** |  |  |  |  |
| Add your subtask | |  |  |  |  |  |
| Add your subtask | |  |  |  |  |  |
| **Revoke or restrict privileged account access** | | **x** |  |  |  |  |
| Add your subtask | |  |  |  |  |  |
| Add your subtask | |  |  |  |  |  |
| Add your subtask | | **x** |  |  |  |  |
| **Block remote access** | | **x** |  |  |  |  |
| Add your subtask | | **x** |  |  |  |  |
| Add your subtask | |  |  |  |  |  |
| Add your subtask | |  |  |  |  |  |
| **Change all passwords on shared accounts** | | **x** |  |  |  |  |
| Add your subtask | | **x** |  |  |  |  |
| Add your subtask | |  |  |  |  |  |
| Add your subtask | |  |  |  |  |  |
| **Cancel email access** | | **x** |  |  |  |  |
| Add your subtask | | **x** |  |  |  |  |
| Add your subtask | |  |  |  |  |  |
| Add your subtask | |  |  |  |  |  |
| **Check for telephone forwarding** | | **x** |  |  |  |  |
| Add your subtask | | **x** |  |  |  |  |
| Add your subtask | |  |  |  |  |  |
| Add your subtask | |  |  |  |  |  |
|  |  |  |  |  |  |
| **Checklist Item** | | **How is this service provided?** | | | **Status** | **Notes** |
| **Automatically** | **Manager Request Required** | **Employee Request required** |
| **Remove mentions from internal documents** | | **x** |  |  |  |  |
| Add your subtask | | **x** |  |  |  |  |
| Add your subtask | |  |  |  |  |  |
| Add your subtask | |  |  |  |  |  |
| **Update physical access controls** | | **x** |  |  |  |  |
| Add your subtask | | **x** |  |  |  |  |
| Add your subtask | |  |  |  |  |  |
| Add your subtask | |  |  |  |  |  |
| **Collect company-owned devices** | | **x** |  |  |  |  |
| Add your subtask | | **x** |  |  |  |  |
| Add your subtask | |  |  |  |  |  |
| Add your subtask | |  |  |  |  |  |
| **Back up and secure critical files** | | **x** |  |  |  |  |
| Add your subtask | | **x** |  |  |  |  |
| Add your subtask | |  |  |  |  |  |
| Add your subtask | |  |  |  |  |  |
| **Create forensic computer images** | | **x** |  |  |  |  |
| Add your subtask | | **x** |  |  |  |  |
| Add your subtask | |  |  |  |  |  |
| Add your subtask | |  |  |  |  |  |
| **Perform real-time network monitoring** | | **x** |  |  |  |  |
| Add your subtask | | **x** |  |  |  |  |
| Add your subtask | |  |  |  |  |  |
| Add your subtask | |  |  |  |  |  |
| **Conduct a thorough exit process** | | **x** |  |  |  |  |
| Add your subtask | | **x** |  |  |  |  |
| Add your subtask | |  |  |  |  |  |
| Add your subtask | |  |  |  |  |  |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Bonus checklist for offboarding IT administrators** | | | | | |
| **Checklist Item** | **How is this service provided?** | | | **Status** | **Notes** |
| **Automatically** | **Manager Request Required** | **Employee Request required** |
| **Transfer knowledge in advance** | **x** |  |  |  |  |
| Add your subtask | **x** |  |  |  |  |
| Add your subtask |  |  |  |  |  |
| Add your subtask |  |  |  |  |  |
| **Involve your legal team** | **x** |  |  |  |  |
| Add your subtask | **x** |  |  |  |  |
| Add your subtask |  |  |  |  |  |
| Add your subtask |  |  |  |  |  |