Offboarding One-on-one Meeting (manager-employee)

Offboarding is so important to maintaining a positive relationship between employees and organizations. It's also a great way for companies and managers to improve. But, this shouldn't just be something that HR is responsible for, but managers too.

☐ **Has all of the knowledge transfer been completed?**

Summary:

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Next Steps:

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☐ **Is there anything we should be aware of as we take over your responsibilities?**

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Next Steps:

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☐ **If we could improve in any way, how would we do it?**

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Next Steps:

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☐ **Did the job live up to your expectations?**

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Next Steps:

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☐ **What was the most enjoyable part of your job?**

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Next Steps:

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☐ **What qualities and skills should someone have to be successful in your role?**

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Next Steps:

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☐ **Who do you feel is doing an outstanding job on the team?**

Summary:

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Next Steps:

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Want meeting notes like this with no extra work?

With Hypercontext by Spinach, every meeting has a shared