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

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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:

Next Steps:

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

Summary:

Next Steps:

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

Summary:

Next Steps:

☐ Did the job live up to your expectations?

Summary:

Next Steps:

☐ What was the most enjoyable part of your job?

Summary:

Next Steps:

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

Summary:

Next Steps:

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

Summary:

Next Steps:

Want meeting notes like this with no extra work?

With Hypercontext by Spinach, every meeting has a shared