

OFFBOARDING

Handle Employee Offboarding Efficiently, Consistently and Professionally

Effective offboarding mitigates risk, preserves brand reputation and maintains business continuity. Mature offboarding programs relieve the administrative burden, allowing the organization to be more productive, proactive and compliant.

A negative employee separation experience can result in lost productivity, poor employee morale, intellectual or physical property loss and unintended costs. Additionally, poor experiences impact an organization's employer brand and reputation.

Similar to the new hire onboarding experience, a mature offboarding strategy is illustrative of the brand's culture and values. As such, it should be intentionally designed and delivered in a measured way leading up to an employee's last day and beyond.

Although an employee may be leaving to pursue other opportunities, they can continue to serve as an advocate for your brand and refer others to your open positions. A complete and respectful exit keeps the door open to future opportunities and potential rehires.

OFFBOARDING JOURNEY



WORLD-CLASS OFFBOARDING EXPERIENCES

Mature offboarding programs are comprised of the following:



A supportive transition:

In any separation, it is critical to deliver, review and receive financials, health insurance, physical and intellectual property and NDA or non-compete agreements. Providing continued access to this information reduces anxiety, stress and miscommunication for all parties.



Retention of critical knowledge:

An incomplete offboarding experience can result in the loss of invaluable company knowledge, impacting client relationships and service levels. The facilitation of knowledge transfer from exiting employees to important stakeholders in the organization is critical to maintaining productivity and business continuity.



Mitigation of risk:

An automated and structured offboarding process reduces the risk of lawsuits and the loss of private company information or physical property. A tactfully communicated and executed exit reduces the administrative costs and burden, the propensity for errors or forgotten details and preserves the organization's reputation and competitive ability.

SILKROAD OFFBOARDING CAPABILITIES

- A branded portal that provides rich, personalized content that can be accessed after an employee's last day
- Interactive dashboards that provide company-wide visibility to HR and IT to ensure all pertinent tasks are complete:
 - Return of company-owned assets (phone, laptop, badge, etc.)
 - Return and secure sensitive company information, ie. company and customer data, intellectual property
 - Explanation of benefits
 - Revocation of system access & cancellation of corporate credit cards
 - Knowledge transfer
 - Trigger events to enact succession plans
- A simple process for activating a new onboarding process for re-hires (interns, contractors, seasonal workers or boomerang employees)
- Consultative services that provide strategic insights and best practices to guide people, process and technology solutions aligned to organizational goals