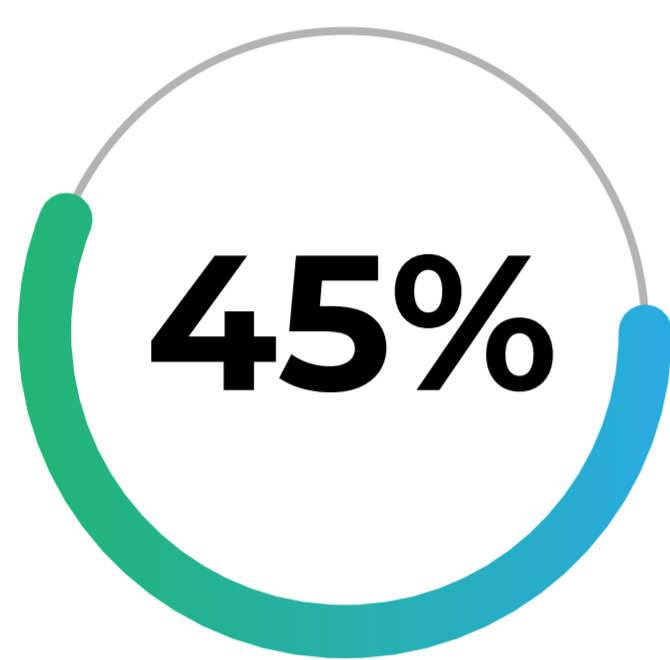


What is Employee Offboarding Automation?

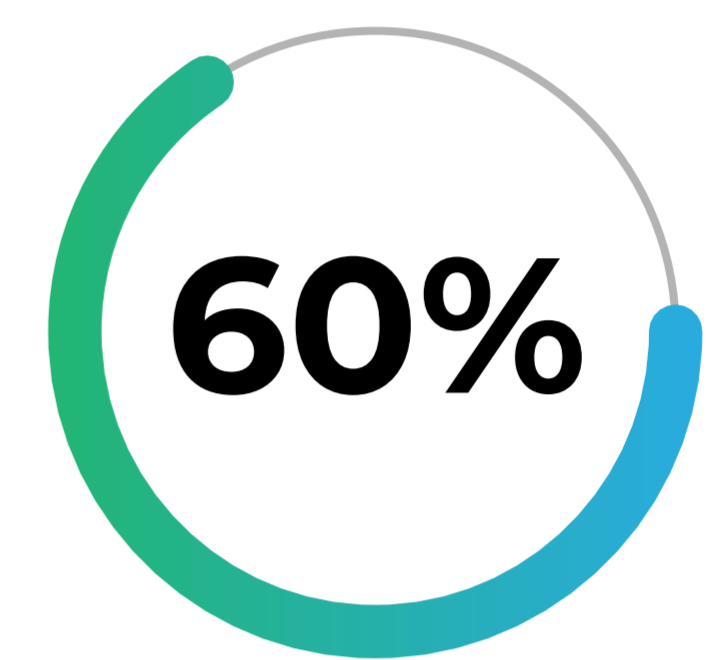
Offboarding employees involves assisting them as they leave a company, marking a crucial stage in the employee journey that is sometimes overlooked in its importance, much like the onboarding process. Offboarding covers various tasks such as deactivating access to company platforms, retrieving company property, conducting exit interviews, and ensuring a smooth handover of ongoing projects.



45% of surveyed employees retained access to "confidential" or "highly confidential" data after leaving a company



89% of those surveyed retained access to Salesforce, PayPal, email, SharePoint or other sensitive corporate apps



60% of respondents said they were NOT asked for their cloud login% when they left their companies

How Does Employee Offboarding Automation Help?

1. Transferring Roles & Responsibilities

Automated workflows facilitate the seamless transfer of tasks and responsibilities from departing employees to their successors, ensuring continuity and efficiency.

3. Access Control

Automated workflows facilitate the seamless transfer of tasks and responsibilities from departing employees to their successors, ensuring continuity and efficiency.



4. Records Update

Automated systems update employee records across various platforms and databases, eliminating manual errors & ensuring data accuracy.

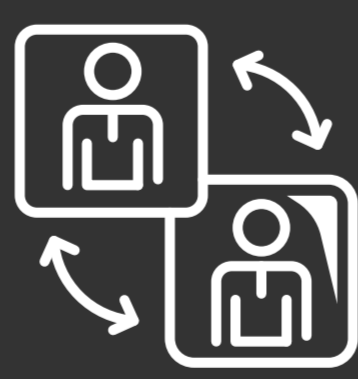
2. Exit and Feedback

Automated exit surveys and feedback mechanisms provide valuable insights into the employee experience, enabling organizations to identify areas for improvement and enhance employee retention strategies.

Why Automate Employee Offboarding?



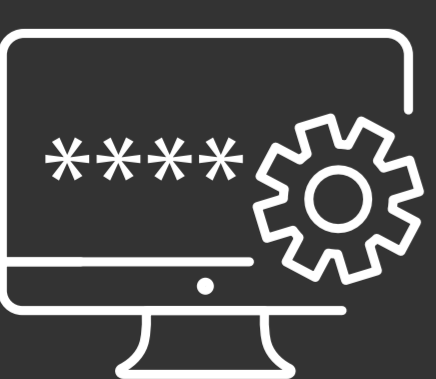
Create rules and logic to ensure each step is handled by the the right person at the right time



Ensure a smooth transition by transferring daily duties to other team members



Collect passwords and sensitive information in a secure manner



Set reminders to change passwords and update task owners



Set a standard offboarding process following best practices



Grant and deny access to information