|  |  |
| --- | --- |
| 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>



* **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 |  |  |  |   |   |

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| --- |
| **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 |  |  |  |   |   |