

Onboarding/Offboarding Procedures

Procedures for Hiring new employees and when employees leave the organization.

- [IT - Offboarding a VIP](#)
- [IT - General Offboarding](#)

IT - Offboarding a VIP

1. Deactivate Active Directory Account
2. Delete Google Account
 1. Google will ask if you want to transfer data, select new VIP
 2. Email will be sent on completion of transfer
3. Forward Emails to new VIP through Exchange Mailflow
4. Add new VIP to access exiting VIP through Mailbox Delegation on Exchange
5. Check for assets checked out to exiting VIP
6. Have tech retrieve or transfer PC Documents and make them accessible to new VIP

IT - General Offboarding

- Deactivate AD Account
- Lock out Email
- Disable Google Account
- Remove from Website Permission Set