



## The business case for **employee offboarding software**

“Although it may seem counter productive to focus on employees exiting a company, offboarding can have a dramatic impact on organisational growth and performance.”

*- Aberdeen Group*

## The challenges & risks of modern offboarding

Whether the employee is leaving voluntarily or not, offboarding is a delicate and important process for HR.

### 1 Legally managing the employee's departure from the business

Without a clear audit trail of key events, businesses risk finding themselves unable to dispute unfair dismissal claims.

A structured process is vital to ensure the offboarding process is legally compliant for every exiting employee.

Mobile phones, laptops, uniforms, security passes - all of these assets need to be recovered from the exiting employee.

In many organisations, this process can be very prolonged or even forgotten, which can result in lost assets.

### 2 Recovering company assets

Disgruntled former employees are suspected to be the biggest source of data security breaches - all because they never had their system access revoked.

As more and more business systems move into the cloud, it's vital IT is included in the offboarding process from the beginning.

### 3 Revoking systems access

Former employee referrals are a valuable source of quality talent.

Many employees even 'Boomerang' back into the organisation later in their career - bringing added experience and knowledge with them.

A positive offboarding experience leaves the door open to these referrals and re-hires further down the track.

Keeping a strong network of former employees provides HR with a powerful recruitment channel.

### 4 Engaging the employee in an alumni group

## Best practices for offboarding employees

### Develop a standard, yet configurable, offboarding process

- It's important to standardise the offboarding process to ensure all offboarding requirements are met.
- However, the **offboarding "pack"** will depend on the role and the business unit to some extent (not everyone has company assets, for example).
- Allow some configuration of your offboarding processes, but remember to keep it standardised.

### Have a dedicated process for voluntary separations, involuntary separations and retirees

- **70% of organisations** focus solely on managing the offboarding process of voluntary separations.
- Involuntary separations and retirees cannot be neglected, as they are still a security and compliance risk.
- Each type of separation needs its own standard process to meet offboarding requirements.

### Build a strong Alumni program

- Create an employee referral program as part of your recruitment strategy.
- Encourage and welcome 'boomerang' employees to rejoin the organisation.
- Treat former employees like customers - present a strong, positive brand and message - and see your recruitment quality improve.

### Invest in offboarding technology

- 62% of organisation have a completely manual offboarding process.
- Offboarding technology automates this process, reducing compliance issues, human error and saving time.
- It's a great way to ensure a positive experience for exiting employees, 100% of the time.

## Benefits of employee offboarding software

### Give exiting employees a positive, engaging offboarding experience

Create a positive lasting impression with candidates to encourage employee referrals or 'boomerangs' to join the organisation.

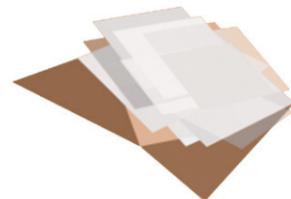


### Processes are 100% compliant

Automated software won't forget a step in the offboarding process. It won't make human mistakes. Once the process is setup, you won't have to worry about legal compliance issues again.

### Use exit pack templates for resignations, dismissals, redundancies and retirees.

Have your exit packs ready to go at the click of a button, no matter the situation, significantly reducing the prep time for HR.



### Automatically generate offboarding documentation

No need to create, prepare and check your documentation - let your offboarding software do it for you.

### Collect all the information in one place

Keep a full offboarding audit trail of resignation letters, warning notifications and final pay summaries within the one secure, online location.



### Automatically notify the right people when the employee leaves

Send messages automatically to IT, line managers and payroll so they can begin their offboarding workflows without delay.

## Are you ready to automate your employee offboarding?

Although technology creates huge efficiencies in costs and time for everyone involved, it is only part of the solution for a better way of offboarding your employees.

For organisations to properly understand the benefits of automated offboarding, receiving support from senior management is vital.

Senior support for an automated offboarding project ensures staff are motivated and encouraged to change entrenched processes.

## For further help building the business case, contact us at [info@hronboard.me](mailto:info@hronboard.me)