Situational Offboarding:
Tailored to Every Employee Exit

Employee departures aren't a one-size-fits-all process.

There are many reasons for employee departures, but government HR teams often manage them all the same way. Not only is this approach manual and time-consuming – **it also creates unnecessary confusion and compliance risks.**

Situational Offboarding in Onboard lets HR teams customize the offboarding journey to fit each employee exit, **improving efficiency, accuracy, and the overall experience.**

Tailor to any type of exit	Reduce admin tasks and work	Stay compliant in all scenarios	Give departing staff clarity
Ensure every departing employee gets customized and compliant offboarding workflows.	Eliminate unnecessary tasks to reduce confusion and workload for HR and exiting employees.	Align offboarding processes with union rules, civil service policies, and public standards.	Provide clear checklists, final documentation, and resources specific to each employee's exit.

What You Can Do with Situational Offboarding

1 **Create an unlimited number of termination reasons** by adding new options, or use the default options provided to get started.

2 **Assign checklists by termination reason** to ensure the associated tasks are relevant to each scenario and compliant with regulations. No matter the situation, everything can be planned in advance so nothing is missed.

3 **Configure sub-portals by termination reason** to define which portal is assigned based on the reason for departure. This keeps messaging relevant to each employee, whether their exit is permanent, temporary, or any other unique circumstance.

4 **Use the "Termination Reason" field when offboarding employees** individually or in bulk. The relevant offboarding checklists and portals will be automatically assigned to the separating employee based on the selected termination reason.

5 **Track visibility and pull reports** on employee records, offboarding progress, exit interviews, and more to address important feedback and improve future offboarding experiences.