WORKSHEET

Handover checklist

What it is for: What must be done before the last day
From chapter 5: Handover and onboarding

	CHECK ITEM	DONE ON
☐	All iDocs on the knowledge map have been checked.	
☐	The most important learning content is published in CAMPUS and visible to the successor.	
☐	The successor has completed stage 3 of the tandem.	
☐	Contacts with customers and partners have been handed over in person, not just by email.	
☐	Access, mailboxes and cover arrangements are settled.	
☐	It is settled with HR whether and how the person may be reachable after the farewell.	
☐	Looking after the content has a new person responsible.	
☐	The farewell is planned and the person's contribution is visibly honoured.	