



IS YOUR BUSINESS PROTECTED?

Use this checklist and follow the key steps when employees leave to minimise IT risk.

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DE-BOARDING CHECKLIST

1 Have you engaged your IT team or provider upfront?

- Take your IT team or provider into confidence early and tell them you'll be exiting an employee. You'll need their help to take action (it helps to have an IT team or partner on board that you trust). Ideally your IT team or provider are told before you meet with your employee, so they can block access to systems while your meeting with the employee is taking place.
- Once you've let your IT team or partner know, they're responsible for taking immediate action and documenting the process (in case you have to explain your actions later).
- Check if you need to consult with Human Resources about the best time to stagger these steps, based on the circumstances around your employee's termination.

2 Have you shut down access?

- Change the password on the domain controller.
- Change the password on any line of business applications e.g. Salesforce, PRONTO or SAP.

3 Have you de-boarded your ex-employee?

- Disable your ex-employee's account on Office 365 and line of business applications.
- Remove any licencing so that it goes back into the licencing pool for your business (saving you money).
- Determine how your ex-employee's emails will be handled after they leave and make suitable arrangements.
- Ensure remote access and any other accounts that are accessible outside the office have been disabled or blocked.
- Make a plan for obtaining assets like mobile phones, laptops, dongles, access keys, usbs, files and any other IT assets or accessories.

4 Have you checked and monitored your steps?

- Test and check the above actions have been taken.
- Once your ex-employee has formally exited, test email and server access again to ensure all steps have been actioned properly and nothing is left active.
- Monitor the situation over a period in case there's an attempt by your ex-employee to access files or information.

Best practice IT de-boarding could be the difference between a public disaster for your business and a non-event. Your business is worth protecting, so it's worth getting your IT right. If you need an IT partner you can trust to take care of de-boarding and all of your IT needs, let's talk on 1300 700 187.