



Respectful Exits: Action Steps for Managers

It is important to take the time to create a positive and honoring experience for an employee as they leave your team.

The resignation notice period is the last chance to make a positive impression about you, your department/unit and Cornell. This last experience may make the difference in whether an employee will be a reputational promoter or detractor for others considering joining Cornell. It may also help keep the door open for Cornell to re-hire the employee in the future.

The following are some tips to help create a respectful exit experience:

- Ask the employee to share what they would recommend changing about the position for the next incumbent and what could have made it better for them.
- Discuss celebration ideas (e.g., going away party, etc.).
- If appropriate, send out a note announcing their departure and acknowledge their accomplishments while at Cornell. Ask the employee to review it prior to sending it out.
- Request any final feedback about you as their manager, the department/unit, or their colleagues. Listen and ask questions, but do not become defensive as it is *their* experience. Thank them for any feedback they provide.
- Be sure to say “goodbye” to the employee on their final day with Cornell. Stop by if you are in person or connect virtually with them if either you or they are working remotely.
- For staff who voluntarily resign, encourage them to complete the university exit survey which will be automatically sent to their Cornell email box.

