

# Federal Programs Retirement Checklist

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- Set your retirement date and let your supervisor and HR department know.
- Create a calendar of tasks (State, Federal, and Local) for the person coming in behind you.
- Meet with each department you interact with regularly and ensure all your work with them is completed before you leave.
- Work with your support staff to develop a transition plan.
- Connect with the IT department to make sure your email inbox will be accessible to your replacement upon your departure.
- Inform your software vendors of your retirement date and replacement, if known.
- Connect with contacts at the State Department of Education.
- Prepare your workspace by cleaning out old files and cabinets, removing personal property, restocking basic supplies, notifying appropriate parties of any needed maintenance, and writing a welcome note.
- Set up a transition meeting(s) with your replacement to introduce them to support staff, share important information, and answer any questions they may have.
- Don't know your replacement? Leave a brief letter or binder (electronic or physical) to touch on what you would have mentioned in a face-to-face meeting.