

# Employee Path

HOW TO SEPARATE AN EMPLOYEE FROM VIRGINIA TECH.

## ANNOUNCEMENT

INITIAL SEPARATION  
ANNOUNCEMENT TO  
SUPERVISOR

STEP  
**01**



## IDENTIFY SUPPORT

INDIVIDUALIZED  
INITIAL COUNSELING  
BETWEEN EMPLOYEE  
AND SUPERVISOR

STEP  
**02**

## PROCESSING

SCHEDULE  
OFFBOARDING  
MEETINGS

STEP  
**03**



## ASSESSMENT

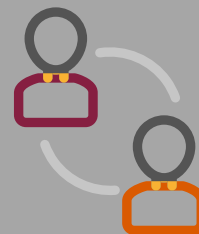
EXIT INTERVIEW  
OPPORTUNITY

STEP  
**04**

## CONSULTING

DETERMINE BENEFITS,  
ENTITLEMENTS, AND  
RESOURCES

STEP  
**05**



OFF BOARDING  
PROCESS COMPLETE