



# Employee Transition Checklist

This checklist is designed to guide you through a seamless employee transition process, ensuring that critical tasks are covered, knowledge is documented, and team morale remains high.

Use this checklist to identify key responsibilities, plan effective knowledge transfer, and support both managers and departing employees in maintaining a positive and productive environment during the notice period. For additional assistance in managing employee transitions or building a resilient farm team, contact Enable Ag. Our team is here to provide guidance tailored to your farm's needs.

## For Farm Managers:

- 1. Identify critical tasks dependent on the departing employee.  
Task 1: \_\_\_\_\_  
Task 2: \_\_\_\_\_  
Task 3: \_\_\_\_\_
- 2. Have the departing employee document their processes.
- 3. Facilitate training sessions to ensure a smooth handover.
- 4. Maintain open communication with the team to gauge morale.

## For Departing Farmhands:

- 1. Document your daily tasks and important knowledge.  
Task 1: \_\_\_\_\_  
Task 2: \_\_\_\_\_  
Task 3: \_\_\_\_\_
- 2. Assist in training your replacement or team members taking over your tasks.
- 3. Provide constructive feedback to both managers and team members.
- 4. Strive to leave a positive legacy within the farm.