

DGC Onboarding/Off-boarding Checklist:

Name: _____

Onboarding Date: _____

Offboarding Date: _____

Onboarding: Onboarding is the process of integrating a new Data Governance Committee (DGC) member into the CNMI SLDS Program. It includes all activities from when a member is selected or assigned, through their orientation and early participation. Tasks include:

- Providing a comprehensive orientation on the DGC's purpose, structure, and responsibilities
- Introducing the member to DGC-specific policies, protocols, and SLDS alignment
- Setting up communication tools, shared access, and DGC workspaces
- Assigning mentors or peer liaisons for initial support

Task	Who is Responsible	Resources	Timeline	Onboarding Initial/ Date (SLDS Staff)	Onboarding Initial/ Date (Incoming Staff)	Offboarding Initial/ Date (SLDS Staff)	Offboarding Initial/ Date (Outgoing Staff)
Provide an overview of: <ol style="list-style-type: none"> 1. What is an SLDS? 2. What is the CNMI SLDS Program? <ol style="list-style-type: none"> a. Org chart b. Vision, mission and goals 3. DGC's role within SLDS 4. Review of the DGC MOU and Meeting Schedule 	Data Governance Manager	Orientation ppt	First Day				
Provide ways for the new member to be successful in upcoming events. <ul style="list-style-type: none"> • Meeting recordings, past minutes, onboarding videos • Policy documents and relevant legislation • Access to WhatsApp and Shared Drive 	Data Governance Manager		First Day				
Assign a DGC mentor or peer liaison <ul style="list-style-type: none"> • Who was assigned? (Document in the checklist) 	Data Governance Manager	ARE, SLDS, Current DGC Members	First Day				

<ul style="list-style-type: none"> • Mentor provides guidance and clarity on DGC activities 							
**Post-onboarding After their first DGC function, follow-up to see if they have additional questions or need further support on anything	Data Governance Manager		One week after 1st function				
**Post-onboarding Have a follow-up briefing to see if any concerns still linger. Can also ask about their on-boarding experience to provide	Data Governance Manager		One month after onboarding				

Offboarding: Offboarding is the process followed when a DGC member completes their term or resigns. It ensures a smooth transition and proper closure of responsibilities. Activities include:

- Ensuring a handoff of committee responsibilities
- Collecting all equipment and access tools
- Conducting a feedback session or exit interview
- Revoking access to DGC systems and documents

Task	Who is Responsible	Resources	Timeline	Offboarding Initial/ Date (SLDS Staff)	Offboarding Initial/ Date (Outgoing Staff)
Confirm Departure and Notify Key Stakeholders <ul style="list-style-type: none"> • Confirm end of term or resignation (verbal or written) • Notify DGC leadership, SLDS Project Director, and Project Specialist • Update DGC roster and communication lists (email, WhatsApp, shared drives, etc.) 	Data Governance Manager		Last week of work		
Transition of Responsibilities: <ul style="list-style-type: none"> • Ensure meeting notes, project contributions, or pending items are documented and shared • Transfer leadership roles or committee assignments if applicable • Ensure shared folders are up to date for continuity 	Data Governance Manager		Last week of work		
Return of Materials and Removal of Access <ul style="list-style-type: none"> • Return any issued equipment (e.g., laptop, headset) if applicable • Remove from listservs, shared drives, WhatsApp groups, and software tools • Archive relevant contributions in DGC records 	Data Governance Manager		Last week of work		

Exit Interview and Feedback: <ul style="list-style-type: none"> • Conduct a short debrief or survey about the DGC experience • Gather insights on what worked well, what could improve, and suggestions for future members 	Data Governance Manager				
Recognition and Closure <ul style="list-style-type: none"> • Send formal acknowledgment of service (e.g., Certificate of Appreciation or thank-you email) • Optionally include them in a DGC alumni list or future engagement opportunities 	Data Governance Manager				

Exit Interview

1. What prompted you to leave your current position?
 2. What did you enjoy most about your role?
 3. What aspects of the role did you find most fulfilling or rewarding?
 4. What challenges or obstacles did you face in your position?
 5. Did you feel you received enough support (training, resources, and feedback) to succeed and improve in your role?
 6. How effective was communication within your team and across departments?
 7. How would you describe the SLDS Program's culture during your time here?
 8. What changes, if any, would you suggest to improve the employee experience?
 9. What could have been done differently to make you stay with the SLDS Program?
 10. What additional training or support would you recommend providing to the next person in this role to ensure their success?
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