

GRCC Knowledge Loss Prevention Questionnaire

The purpose of this questionnaire is to help you identify your critical knowledge and skills, especially those unique knowledge and skills that might be lost when you leave GRCC.

Instructions: Complete this document and share the information with your supervisor. HR recommends the supervisor and employee meet to discuss this information. The supervisor and employee should keep this in a shared drive. It is recommended that you review this regularly to maintain accurate information.

Employee Information

Position Title: _____

Name (last/first/middle initial): _____

Department: _____

Employment Group: _____

Supervisor: _____ Date: _____

Questions

- When considering the impact of your knowledge, skills, and abilities, who do you believe will be impacted the most when you leave? What knowledge, skills, or abilities will they miss the most? If additional space is needed, please attach another document.**

| What knowledge, skill or ability will be missed by GRCC? | Who will be impacted and miss the knowledge, skill, or ability? | Who else has this knowledge? | How long would it take to learn this knowledge or skill? |
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- If you had to leave GRCC suddenly and had to brief your replacement, what would you put on your list of things to tell them?**

7. What are the critically important procedures, projects, or knowledge that are owned/maintained specifically by you that would take a long time for someone else to learn?

8. What were the critical training programs, work assignments, etc. that made you successful in this position?

9. What are three things you learned that you wish you had known when you started your job?

10. What is the biggest challenge your replacement will face? What advice would you give them?

11. Are there important files (digital or paper) that we should be aware of? Where are these located?

12. What are the top five essential functions of your position that should be included in the job posting/description?

13. Are there any company or individual contacts that should be known that helped make you successful in this role?

| Name | Department or Outside Organization (Include contact information for outside contact) | Position |
|------|---|----------|
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Document Review, Cleanup and Organization:

To ensure a smooth transition of your essential work responsibilities and the documents associated, please go over the following with your supervisor:

Review J Drive items

Work related items should be moved to the shared drive.

Personal items should be saved elsewhere prior to your last date of work.

Review files (digital and paper)

Are files organized and easy to find?

Share the filing system utilized with your supervisor in question 11 above.

Should anything be shredded?

Do other people need possession or access to the files?

Note: Employees should develop procedure documents for the critical projects and processes they are responsible for managing.

Confidentiality Reminder

You are reminded that you have a continuing obligation to maintain the confidentiality of valuable non-public information concerning the College. Confidential Information includes, but is not limited to, the College's development plans, databases, applications, constituent personal information, strategic plans and any other information which could affect the College's activities.

Thank You

Thank you for your time completing this document to ensure important and relevant knowledge is shared with your supervisor so knowledge is not lost.

Signatures

Employee Signature: _____ Date: _____

Supervisor Signature: _____ Date: _____