Section A: Employee's Information

Name of Employee: _____ **Campus:** _____

                        Last   First   Middle Initial

Effective Date of Last Personnel Action/ Contract: (mm/dd/yyyy)_____

Position Title Last Held:_____

Section B: Employee Performance & Rehire Eligibility (to be completed by supervisor)

Supervisor of the departing employee will complete section B of this Form and forward it to HRO within two weeks of the employee's last day of employment at the college.

1. Overall performance in the job last job held was:	2. Employee is:
❐ Excellent	❐ Eligible for rehire
❐ Above average	❐ Not recommended for rehire
❐ Satisfactory	❐ Ineligible for rehire
❐ Average	
❐ Below average	
❐ Poor	

Comment(s):

Name of Supervisor: (Print)_____

Signature: **Date:**

Section C. File Summary (to be completed by HRO)

HR Received Form from Supervisor on _____

                                   Date and Time   HR staff Name (Print & Initial)

The employee's departure from the college per personnel file is as result of:

❐ Voluntary	❐ Layoff (specify cause in the space provided below)
❐ Forced resignation	❐ Termination
❐ Employee provided notice of non- contract renewal	❐ Medical related /medical retirement
❐ Supervisor provided notice of non-contract renewal	

Comment(s):

Form was filed by: _____ Date: _____

                    (Print Name & Initial)   (dd/mm/yyyy)