



Policy & Procedure Manual

EMPLOYEE TERMINATION REPORT - HR-II-4

POLICY:

An Employee Termination Report is to be completed by the immediate Supervisor, for all employees leaving the employ of OPTIONS.

PURPOSE:

To provide a final overall written evaluation of the employee that will serve as a reference resource.

PROCEDURE:

The form (HR050) duly completed and signed by the Supervisor/Director is to be forwarded to the Human Resources Officer for review.

The Human Resources Officer shall bring to the attention of the Director, Human Resources, any evaluations noting unsatisfactory performance.

The completed form will be filed in the employee's personnel file and held in the strictest confidence.

RECOMMENDED BY: Director, Human Resources

APPENDICES: 1

OPERATIONAL ACCOUNTABILITY: Administration, Human Resources, Client Services Administration

ORIGINAL POLICY DATE: April 1993

AUTHORIZED BY: Executive Director

SIGNATURE: 

OPTIONS northwest
EMPLOYEE TERMINATION REPORT

NAME: _____ DATE: _____

CLASSIFICATION: _____ STATUS: _____

AREA OF ASSIGNMENT: _____

DATE OF HIRE: _____ DATE OF TERMINATION: _____

REASON FOR SEPARATION: _____

PLEASE EVALUATE (VG – VERY GOOD, S – SATISFACTORY, U – UNSATISFACTORY)

ATTENDANCE: _____

ABILITY TO CO-OPERATE: _____

JOB PERFORMANCE: _____

ATTITUDE TO SUPERVISION: _____

ADDITIONAL COMMENTS

WOULD YOU RECOMMEND THIS EMPLOYEE FOR RE-EMPLOYMENT? _____

IF NO, EXPLAIN: _____

SUPERVISOR'S SIGNATURE

NOTE: PLEASE FORWARD COMPLETED FORM TO HUMAN RESOURCES ALONG WITH THE EMPLOYEE'S ATTENDANCE RECORD AND NOTICE OF TERMINATION.