PERFORMANCE ASSESSMENT
OF SEPARATING EMPLOYEE

Instructions to Supervisor:

Please complete the following assessment on the employee name below. Your honest assessment of **work related factors** will be used in determining eligibility for re-employment in your department or other departments on campus. Be as factual as possible remembering that your evaluation will be helpful to other departments on campus. This document should reflect the separating Personnel Action Request (PAR) and performance evaluation given while the employee worked for SFA. This form is subject to Open Records.

Thank you,

Director of Human Resources

Name: _____ Position Held: _____

Department: _____ Supervisor: _____

Date of Employment: From: _____ To: _____

Reason for leaving: ☐ Resignation ☐ Discharge ☐ End of Assignment
☐ Suspension ☐ Retirement ☐ Not Specified

If separation was not voluntary, please explain reason for discharge (attached additional sheet if necessary):

_____

_____

Would you re-employ this person in your department? Yes ☐ No ☐ If no, explain:

_____

Would you recommend employment of this person in another SFA department? Yes ☐ No ☐

Please complete evaluation scale:

	Excellent	**Good**	**Fair**	**Poor**
Attendance	☐	☐	☐	☐
Punctuality	☐	☐	☐	☐
Dependability	☐	☐	☐	☐
Responsibility	☐	☐	☐	☐
Cooperation	☐	☐	☐	☐
Initiative	☐	☐	☐	☐
Work Quality	☐	☐	☐	☐
Skills	☐	☐	☐	☐

Work related remarks: _____

_____

_____

Signature of Supervisor: _____ Date: _____

Please return this form to **Human Resources**, P.O. Box 13039, as soon as possible.