

Northeastern State University

SUPERVISOR'S FINAL EVALUATION

The direct supervisor of a staff member who is leaving NSU employment will complete this form. It is intended to provide information concerning future reemployment at NSU and is not considered a reference source for external employment. The Director of Human Resources will decide if the form is to be included in the personnel file of the terminating employee.

EMPLOYEE _____ **TERMINATION DATE** _____

DEPARTMENT _____

POSITION LAST HELD _____

SUPERVISOR'S APPRAISAL OF EMPLOYEE: (Quality/quantity of work, attitude toward job, initiative, ability to get along with others, attendance):

RECOMMEND FOR REHIRE: Yes No

Supervisor: _____

Supervisor's Signature

Date