

WIU STUDENT EMPLOYMENT

Termination or Separation and Work Evaluation

Student's Name (Last,First):

ID#

Last Day Worked:

or Termination Date

Department Name:

Job Name:

University Terminated for the following reason:

Below required GPA

Not registered for enough hours

Terminated:

Other Reasons:

Job Performance

End of Semester/Year

Quit

Took Another Job

Never Worked

Performance Evaluation

Please provide an evaluation of the employee's performance on the job.

Performance Factors	Excellent	Above Average	Average	Below Average	Unsatisfactory
Punctuality					
Cooperative					
Attitude					
Dependability					
Communication Skills					
Quality of Work					
Knowledge of Duties					
Honesty					
Overall Rating					

Additional Comments (can continue on back if needed):

Supervisor's Name – Print

Supervisor's Signature:

Date

Student's Signature:

Date

Student Refused to Sign

Would you rehire the student? YES

NO

Please return to Student Employment - Sherman 105 or Studentemployment@wiu.edu