

Termination Report

Employee Information

Last Name		First Name	
Contract Name		Supervisor	
Hire Date		Termination Effect Date	

Reason for Separation

Resignation (Letter Attached)		Involuntary Termination	
<input type="checkbox"/>	Accepted Another Job	<input type="checkbox"/>	Contract End
<input type="checkbox"/>	Military Service	<input type="checkbox"/>	Dissatisfied with Job
<input type="checkbox"/>	No Reason Given	<input type="checkbox"/>	Absenteeism/Tardiness
<input type="checkbox"/>	Quit Without Notice	<input type="checkbox"/>	Performance
<input type="checkbox"/>	Other:	<input type="checkbox"/>	Job Abandonment
		<input type="checkbox"/>	Never Started
		<input type="checkbox"/>	Other:

Did the employee inquire about another position:	<input type="checkbox"/> Yes <input type="checkbox"/> No	If yes, date employee inquired:
Was another position offered to the employee:	<input type="checkbox"/> Yes <input type="checkbox"/> No	
If yes, did the employee accept the offer:	<input type="checkbox"/> Yes <input type="checkbox"/> No	If no, reason given:

Please select one (for internal use)

<input type="checkbox"/>	TERM - GOVT - Direct hire by Govt.	<input type="checkbox"/>	TERM-CONT - Terminated contract end
<input type="checkbox"/>	TERM-TRANS - Hired by another contractor	<input type="checkbox"/>	TERM-PERF - Terminated for performance
<input type="checkbox"/>	TERM-AWARE - Contract was ending/found job	<input type="checkbox"/>	TERM-RESIGNED - Resignation
<input type="checkbox"/>	TERM-CAUS - Terminated with Cause	<input type="checkbox"/>	Other:

EMPLOYEE EVALUATION

	Unsatisfactory	Satisfactory	Average	Good	Excellent	N/A
Attendance	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Communication	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Initiative	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Job Knowledge	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Quality of Work	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Job Productivity	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Leadership	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

RECOMMENDATION

<input type="checkbox"/> Without reservation	<input type="checkbox"/> With some reservation	<input type="checkbox"/> Would not recommend
Eligible for rehire: <input type="checkbox"/> Yes <input type="checkbox"/> No, Reason:		

ADDITIONAL COMMENTS

Manager's signature or if submitting by email Manager's printed name: _____ Date: _____

CHECK LIST FOR MANAGER OR PROGRAM MANAGER

Corporate & Contract employees:	Contract Employees Only:	Officers and Staff:
<input type="checkbox"/> Resignation letter <input type="checkbox"/> Turn in AMX Card <input type="checkbox"/> Return Cell phone	<input type="checkbox"/> Turn in Badge <input type="checkbox"/> Other Gov. Property	<input type="checkbox"/> Separation Agreement And General Release Form