



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 separating employee.

EMPLOYEE \_\_\_\_\_ SEPARATION 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