



HOPE COLLEGE EMPLOYEE STATUS FORM

ROUTING	SIGNATURE	DATE
REQUESTED BY:		
HUMAN RESOURCES:		

NAME _____
SOCIAL SECURITY NO.: _____

HUMAN RESOURCES USE

STARTING NOTICE TO BE COMPLETED WHEN A PERSON IS EMPLOYED			BUDGET ACCT. NO.
JOB TITLE		DEPARTMENT	JOB CODE
BENEFIT ELIGIBILITY <input type="checkbox"/> ALL <input type="checkbox"/> PARTIAL		REGULAR <input type="checkbox"/> TEMPORARY <input type="checkbox"/>	POSITION NUMBER
HIRE DATE	SALARY RATE \$	HOURLY RATE \$	ASSIGN NO.

PAYROLL CHANGE TO BE COMPLETED WHEN RATE CHANGE OR TRANSFER IS REQUESTED.

DEPARTMENT	FROM	TO	EFFECTIVE DATE
JOB TITLE			PROMOTION <input type="checkbox"/> MERIT INCREASE <input type="checkbox"/>
RATE			EMPLOYEE EVALUATION FORM COMPLETED YES <input type="checkbox"/> NO <input type="checkbox"/>
REASON			

TERMINATION NOTICE TO BE COMPLETED WHEN A PERSON LEAVES THE COLLEGE EMPLOY

TERMINATION DATE	DATE OF NOTICE	RESIGNED <input type="checkbox"/>	RELEASED <input type="checkbox"/>	RETIRED <input type="checkbox"/>	DECEASED <input type="checkbox"/>	LAI D OFF <input type="checkbox"/>
RATING (Code 1 - Excellent 2 - Good 3 - Fair 4 - Poor)					RECOMMENDED FOR REHIRE YES <input type="checkbox"/> NO <input type="checkbox"/>	
INITIATIVE 1 2 3 4 <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	JUDGEMENT 1 2 3 4 <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	ADAPTABILITY 1 2 3 4 <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	QUALITY OF WORK 1 2 3 4 <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	ATTENDANCE 1 2 3 4 <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>		
PERSONALITY 1 2 3 4 <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	ATTITUDE 1 2 3 4 <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	COOPERATION 1 2 3 4 <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	QUANTITY OF WORK 1 2 3 4 <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	PUNCTUALITY 1 2 3 4 <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>		
REMARKS:						

HUMAN RESOURCES PAYROLL