



Exit Interview, Separation Rating

Employee Name: _____

This rating is to be made in duplicate when any permanent or probationary employee leaves employment with the agency for any reasons beside death. Submit one copy to HR. Retain a second copy in the employee's personnel file.

Please evaluate the employee taking into account the employee's performance evaluations. Check one of the boxes below.

Satisfactory

Unsatisfactory

*Attached documentation for an unsatisfactory rating. This could include the employee's most recent performance appraisal in this class showing an overall unsatisfactory rating or if the actions leading to the unsatisfactory rating occurred between the last appraisal and separation from the classification, fill in the section below, describing why the job performance was unsatisfactory and what actions were taken to correct or discipline the employee.

Supervisor's Signature: _____

Date: _____

EMPLOYEE: I certify that I have seen this form as completed. (Signature does not mean that you agree with the employer's ratings or comments. Any disagreement or comments may be noted below.)

Employee's Signature

Date

Employee's comments:
