

Employee Transfer Form

Employee	Employee #	Date
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Current Site	Time in Present Position	Date of last evaluation
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Current Supervisor complete the following:	Yes	No
1. Attendance – Is rarely absent, arrives punctual, works required hours	<input type="radio"/>	<input type="radio"/>
2. Attitude – Works well with others, professional, positive	<input type="radio"/>	<input type="radio"/>
3. Meeting work Commitments – Successfully completes tasks and meets deadlines	<input type="radio"/>	<input type="radio"/>
4. Would you recommend this request to transfer?	<input type="radio"/>	<input type="radio"/>

Supervisor's Signature	Date
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Employee's Signature	Date
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