

Human Resources Rehire Eligibility Worksheet

Employee Information

Employee Name

Employee ID

Department

Position at Separation

Last Day Worked

Separation Information

Reason for Separation

Type of Separation

Eligible for Rehire?

Rehire Evaluation Criteria

Criteria	Comments	Meets Criteria?
Performance History	<input type="text"/>	<input type="text"/>
Attendance Record	<input type="text"/>	<input type="text"/>
Policy Compliance	<input type="text"/>	<input type="text"/>
Other (Explain)	<input type="text"/>	<input type="text"/>

Additional Notes

HR Reviewer

Name

Date