

Cornell University Library

**Student Assistant Termination Report**

Student's Name	Student ID #
Department	Library
Date Hired	Last Day Worked

Reasons for Termination (check all that apply): Approval from Library Human Resources is required prior to discharge for cause

- employee graduated
- job abandonment
- employee resigned
- discharged for cause
- other (please explain)

Would you rehire?            yes            no

Why or why not?

General Comments

Supervisor Signature _____	Date _____
Department Head Signature _____	Date _____
Library Human Resources _____	Date _____