

Department of Human Resources  
10900 Euclid Avenue  
Cleveland, Ohio 44106-7047  
phone 216.368.6964  
fax 216.368.4678  
[www.case.edu](http://www.case.edu)  
AskHR@case.edu

\_\_\_\_\_  
Job Title: \_\_\_\_\_  
Department: \_\_\_\_\_

Empl. ID.: \_\_\_\_\_  
Hire Date: \_\_\_\_\_

ot been in current position 12 months (or 6 months within department)

† Below average/poor review

Date: \_\_\_\_\_

†

