|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Employment Change Type:** | O Hire O Transfer | | O Pay Increase O Promotion | |
| **Present Department:** |  | **New Department:** | |  |
| **Present Supervisor:** |  | **New Supervisor:** | |  |
| **Present Job Title:** |  | **New Job Title:** | |  |
| **Present Salary:** |  | **New Salary:** | |  |
| **Original Hire Date:** |  | **Eff Date of Change:** | |  |

|  |  |  |
| --- | --- | --- |
| **EMPLOYEE NAME:** |  | |
| **DATE OF BIRTH:** |  | |
| **PERSONAL EMAIL:** |  | |
| **PRESENT DEALERSHIP NAME:** | * Mitsubishi * Chrysler Jeep Dodge * Chevy Galleria * Nissan Irving * Park Cities Volkswagen * Richardson Volkswagen * Nissan Lewisville | * Nissan Duncanville * Kia * Young Chevrolet * Hyundai Rockwall * Motor Company * Chevy Irving * Investments |
| **NEW DEALERSHIP NAME:** | * Mitsubishi * Chrysler Jeep Dodge * Chevy Galleria * Nissan Irving * Park Cities Volkswagen * Richardson Volkswagen * Nissan Lewisville | * Nissan Duncanville * Kia * Young Chevrolet * Hyundai Rockwall * Motor Company * Chevy Irving * Investments |

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| --- | --- | --- | --- | --- | --- | --- |
| **RATING:** | **Excellent** | | **Good** | **Fair** | | **Poor** |
| **Quality of Work** |  | |  |  | |  |
| **Attitude toward Work** |  | |  |  | |  |
| **Attendance Record** |  | |  |  | |  |
| **Initiative** |  | |  |  | |  |
| **Quality at Work** |  | |  |  | |  |
| **APPROVALS:** | | **Supervisor Requesting Change:** | | | **Date:** | |
| **Employee:** | | **General Manager:** | | | **Date:** | |