|  |  |  |
| --- | --- | --- |
| **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:** |