

STUDENT EMPLOYMENT TERMINATION FORM

Student workers at Seton Hall University are at-will employees. Employment is for the duration of the term set in the initial offer, not extending beyond the end of the academic year (Fall-Spring, or Summer only). Prior to ending a student's employment, supervisors and hiring departments must ensure that due diligence was exercised in accordance with University policies. The nature of the Student Employment program at the University includes fostering growth of life-skills that the student will need following the completion of their studies. It is in the best interest of the department and student worker to address corrective actions needed prior to making the decision to terminate employment. Departments should have a policy in place for addressing concerns with student employees.

Student Name: _____ **CWID:** _____

Student Job Title: _____ **Position Number:** _____

Supervisor: _____ **Department:** _____

The student has been terminated from their position due to the following reason(s):

Poor Performance

Behavioral Misconduct

Poor Attendance

Falsification of Time Worked

Violation of University Policies

Other: _____

Provide additional details regarding the reason(s) selected above

Disciplinary Procedures Followed: Select any procedures followed prior to the termination decision

Verbal Warning Issued

Date: _____

Written Warning Issued

Date: _____

Other: _____

Date: _____

Supervisor Signature: _____

Date: _____

OFFICE OF STUDENT EMPLOYMENT ONLY

NBAJOBS Updated: _____ **OSE Staff:** _____