

RECRUITMENT POLICY

Form #	AD-100-F8	Revision #	01
Accessibility level	A	Effective date	27 April 2015

CONTRACT RENEWAL FORM

Date: / /

Employee Name:	Employee ID:	Position Title:
Department:	Joining Date:	End Current Contract Date:
Employee's Decision: <input type="radio"/> Renew Contract <input type="radio"/> Extended Contract From: / / To: / / <input type="radio"/> Non-renewal of contract		
Employee's Comments (optional): 		
Employee Signature:		Date:

For Official Use Only	
College Dean/Department Director Recommendations:	Date: Signature:
HR Director Recommendations:	Date: Signature:
Chancellor Decision:	Date: Signature:

Distribution List:

- HR Department
- Finance Department
- Employee

