

## Request for Reassignment and Authorization for Release of Performance Information

I, \_\_\_\_\_, an employee of Southern Illinois University, Carbondale, hereby request that my name be placed on the reassignment register for the classification of \_\_\_\_\_. I understand that reassignment is a privilege granted to status employees and that my right to remain on the reassignment register depends on the continuation of satisfactory performance in my current position.

I authorize prospective supervisors interviewing me for a position in this classification to review my previous performance history at SIUC. Prospective supervisors may review copies of my performance evaluations, letters of recommendation and reprimand, and other documents in my employee record relevant to my past job performance. This review will be conducted at Human Resources with a representative of the Human Resources staff.

I understand that any information acquired as a result of this review may be considered in determining my suitability for employment with respect to the above-referenced classification.

I hereby release Southern Illinois University at Carbondale from any and all liability which may be incurred as a result of providing and considering such information.

A photocopy of this form will be valid as an original thereof, even though said photocopy does not contain an original writing of my signature.

I have read and fully understand the contents of the document.

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

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**Please Print**

Name		AIS No.	
Address	City	State	Zip
Department		Salary	
Date in Class	Business Phone	Home Phone	
Date Approved	Counselor's Initials		