



Classified Service Supervisor's Probationary Report

to be returned within 5 days of :

Name of Appointee:

Title:

Effective Date:

Duration:

Starting Salary:

Function:

Function of Head or Supervisor:

Probationary service completed:

weeks

1st

2nd

3rd

Final Report

Please refer to the appointment notice - evaluate the work and performance and indicate your instructions relative to retaining the services of the above employee. Please sign and return within 5 days to the Human Resources Office.

My general evaluation of this employee's service is:

Satisfactory

Less than Satisfactory

My recommendation is that this employee:

Be continued on probationary status

Be deemed to have satisfactorily completed the training and/or probationary period. (Prior to the final report, you should check this box only if you deem the employee satisfactory in all respects.

Be terminated. (Please contact the Human Resources prior to discussing with employee.) Specific indications of unsatisfactory service are:

Remarks: _____

I have discussed the employee's performance with them.

Supervisor Signature: _____ Date:

Employee Signature: _____ Date:

Note: If this appointee is no longer employed, please complete the general evaluation, enter under **remarks** the reason for separation, and comment on the appropriateness of their reemployment status.