



**POLICIES:**

The probationer's supervisor shall carefully observe his conduct and performance of the probationer. It is imperative that the supervisor: (a) Review the contents of the evaluation with the employee and sign and date the form; (b) Have the employee sign and date the form; (c) **Return the original to Human Resources by the due date.**

If the conduct or performance of the probationer is unsatisfactory: (a) Employment may be terminated any time after 8 weeks or before completion of the maximum period of probation; (b) The employee must be notified in writing of the decision to terminate two weeks in advance.

**I RECOMMEND:**

<input type="checkbox"/> Permanency	Date: _____	
<input type="checkbox"/> Continue Probation	Date: _____	Return this form to HR by the date indicated on top
<input type="checkbox"/> Termination	Date: _____	Employment may be terminated after 8 weeks. If termination occurs before the maximum probation period, notify HR 2 weeks in advance. <b>(Applicable to only newly appointed NYS employee's initial probation period)</b>
<input type="checkbox"/> Termination	Date: _____	Employee to be reinstated to previous title/position

I have discussed this evaluation with employee  YES  NO

If no, explain: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

\_\_\_\_\_  
 Signature of Supervisor

\_\_\_\_\_  
 Date

\_\_\_\_\_  
 Signature of Employee

\_\_\_\_\_  
 Date

*I have read and received a copy of this evaluation.  
 My signature does not necessarily constitute agreement with its content.  
 I know I may submit a rebuttal to be included in my file.*