

Report on Progress of Probationer State of New Jersey

Appointing Authority

Preparation Date _____

Report No. _____

To _____
(Name of Probationer) *(Employee Identification Number)*

For that part of your working test period beginning with your appointment as a probationer on _____ and ending on _____ your job performance in the title of _____ has been

Satisfactory

Unsatisfactory

If the rating for the second half of the probationary period is unsatisfactory, the following action must be taken.

Extend working test period.
Attach request with supporting documentation.

Notice of Termination
Attach supporting documentation.

Signature of Employee

Signature of Supervisor

Signature of Manager
or Designee

1. N.J.A.C. 4A:4-5.1 et seq., provides that all regular appointments to a title in the career service shall be subject to a working test period of four months of active service which the New Jersey Civil Service Commission may extend on request of an appointing authority for an additional two months. Such requests must be submitted at least five working days before the end of the four month working test period.
2. The law requires that the appointing authority shall prepare a progress report on the employee at the end of the two months and a final report at the conclusion of the working test period.
3. The state appointing authorities are required to retain, as the official repository, all **satisfactory** working test period progress reports. If either report is **UNSATISFACTORY**, a reason shall be given and **all** progress reports and supporting documentation are to be forwarded to the New Jersey Civil Service Commission.
4. If upon conclusion of the working test period, the conduct and/or performance of the probationer is considered unsatisfactory, the appointing authority shall give written notice to the probationer and the Civil Service Commission that the services of the probationer will be discontinued, the reason(s) for such action, and the probationer's appeal rights.
5. Such notices must be submitted promptly to the Civil Service Commission. If not received within five working days after the expiration date of the working test period, it will be disapproved and the employee shall be considered to have achieved permanent status.