
Office of Human Resources | Box 1040 | Edwardsville, IL 62026 | Phone 618.650.2190 | Fax 618.650.2696

Notice to Supervisor of Employee Serving Probationary Period

Employee Name:	Banner ID:
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Supervisor:

The supervisor is responsible for assessing whether the employee has demonstrated the necessary abilities and qualifications to provide satisfactory service during the probationary period. If the supervisor determines that the employee has indeed provided satisfactory service, the appropriate signatures should be obtained on this form and submitted to the Office of Human Resources no later than the day following the completion of the probationary period. Once this is done, the employee's certification will be considered complete.

If, according to the supervisor's judgment, the employee has not displayed the requisite skills and qualifications to deliver satisfactory performance in the role, it is expected that the supervisor will recommend the employee's dismissal. The supervisor should then acquire the appropriate signatures and promptly submit this form to the Office of Human Resources, either at that time or no later than four weeks prior to the conclusion of the probationary period.

Please select the appropriate box:

Recommend the employee be retained.

Recommend the employee be
dismissed during the probationary
period due to the following
reason(s):

Department Head

Date

Supervisor

Date

HR Representative

Date