

Memorandum

To:

From: Personnel Officer

Subject: One-Year Probationary Period Certification

The Civil Service Reform Act of 1978, instituted a probationary period for newly-appointed supervisors and managers as a means of providing an opportunity to assess their performance in the supervisory or managerial aspects of their jobs. The employee whose name is listed on the attached certification form was selected for a supervisory or managerial position subject to completion of a probationary period. As the immediate supervisor of this newly-appointed supervisor or manager, you are responsible for certifying that he/she has successfully completed the probationary period.

To accomplish this, please complete the attached form and return it to the personnel office. This form must be received in the personnel office not later than _____.

If you have any questions concerning this certification or the probationary period in general, please contact us.

Attachment