



CENTER ADMINISTRATION

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TO: Director of Human Resources

FROM:

RE:

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### Report on Probationary Employee

**Title:** \_\_\_\_\_ **Category Status:** \_\_\_\_\_

**Probationary Period:** From: \_\_\_\_\_ to \_\_\_\_\_

*Please check one of the following and provide an explanation when requested:*

The services of the employee have been satisfactory. The probationary period has been successfully completed and the employee has been notified.

The services of the employee have been unsatisfactory. The employee has been rejected on probation effective \_\_\_\_\_.

If so, choose one of the following recommendations:

**Reason for rejection:**

The services of the employee have been unsatisfactory. The employee is recommended for an extended probationary period to \_\_\_\_\_.

It is recommended that the next salary increment:

**Reason for extension of Probationary period and/or denial of increment:**

**CERTIFICATION OF EMPLOYEE:** The reason(s) for rejection or extension of my probationary period and/or denial of salary increment have been discussed with me. I understand that my signature does not imply agreement or disagreement.

\_\_\_\_\_  
Employee

\_\_\_\_\_  
Date

\_\_\_\_\_  
Supervisor

\_\_\_\_\_  
Date

\_\_\_\_\_  
Director/Designee

\_\_\_\_\_  
Date