The Working Test period is a 4 Month evaluation period for classified employees who (1) have taken and passed a civil service test and are certified by the appointing authority at Montclair State University or (2) those who currently hold civil service positions classified as non-competitive. Report One must be completed prior to the end of the 2nd month of employment. Report Two must be completed prior to the end of the 4th month. These forms should be returned to the Director of University Staffing Services, Division of Human Resources, College Hall 316.

Preparation Date: _______________________

Report Number: _______One___________

TO: _______________________

(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 is unsatisfactory, the following action must be taken 5 days prior to completion of Working Test Period.

______________________________

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 Commissioner of the Department of Personnel 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 Department of Personnel.

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 Department of Personnel that the services of the probationer will be discontinued and the reason(s) for such action.

5. Such notices must be submitted promptly to the Department of Personnel. 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.
The Working Test Period is a 4 Month evaluation period for classified employees who (1) have taken and passed a civil service test and are certified by the appointing authority at Montclair State University or (2) those who currently hold civil service positions classified as non-competitive. Report One must be completed prior to the end of the 2nd month. Report Two must be completed prior to the end of the 4th month. These forms should be returned to the Director of University Staffing Services, Division of Human Resources, College Hall 316.

Preparation Date: ________________

Report Number: ___________ Two ____________

To: __________________________

(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 is unsatisfactory, the following action must be taken 5 days prior to completion of Working Test Period.

☐ Extend working test period.

Attach request with supporting documentation. __________________________

Signature of Supervisor

☐ Notice of Termination

Attach supporting documentation. __________________________

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 Commissioner of the Department of Personnel 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.

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BLUE – Human Resources

One copy: - Supervisor

One Copy: - Employee