



Division of Human Resources

**WORKING TEST PERIOD
Report on Progress of Probationer
State of New Jersey
MONTCLAIR STATE UNIVERSITY**

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. Parts One and Two must be completed prior to the end of the 4th month of employment. These forms should be returned to the Director of Classified Staffing, Division of Human Resources, 316 College Hall.

Preparation Date _____

Report Number One

To _____
(Name of Probationer) (Social Security 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

Signature of Employee

If the rating is unsatisfactory, the following action must be taken.

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.



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Preparation Date _____

Report Number **Two**

To _____
(Name of Probationer) (Social Security 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.

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

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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.