

Report on Progress of Probationer-Job Banding State of New Jersey

Appointing Authority

Preparation Date _____

Report No. _____

To _____
(Name of Probationer) _____
(Employee Identification Number)

For your developmental period beginning with your appointment on _____ and ending on _____; your job performance in the title and level of _____ has been:

Satisfactory

Unsatisfactory - This action shall serve as notice to the probationer of return to your prior title level.

Signature of Employee

Signature of Supervisor

Signature of Manager
or Designee

- 1) *N.J.A.C. 4A:3-3.2A(f)* provides that all advancement appointments from a lower title level to the next higher title level are subject to a six (6) month developmental period.
- 2) Should the employee fail the six (6) month developmental period, he or she shall be returned to his or her prior title level.
 - a. An employee may appeal his or her failure of the six (6) month developmental period by filing a grievance in accordance with *N.J.A.C.4A:2-3*
- 3) Upon successful completion of the six (6) month developmental period, the employee shall remain in the higher title level, unless returned to the lower title level as a result of an unsatisfactory final PAR rating through *N.J.A.C.4A:3-3.2A(h)*.