



## *DuPage County Probationary Period Completion Form*

Please complete the following information at the end of Employee's Probationary Period and return it to Human Resources.

Employee Name: \_\_\_\_\_

Department: \_\_\_\_\_

Position Code/Title: \_\_\_\_\_

Hire/Promotion/Demotion/Transfer Date: \_\_\_\_\_

Employee has demonstrated the ability to meet the qualifications necessary to successfully complete the Probationary Period.

Employee has not demonstrated the ability to meet the qualifications necessary to successfully complete the Probationary Period.

New Hire promoted during initial Probationary Period. Effective date of promotion

Employee Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Supervisor Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Supervisor Printed Name: \_\_\_\_\_