



Department of Human Resources

Date: \_\_\_\_\_

I, \_\_\_\_\_ understand that I have been hired on a probational appointment. The probationary period is an essential part of the selection process. It is a working test period lasting 6-24 months, as determined by the appointing authority. Employees on probation may be separated at any time.

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Employee

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Date

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Human Resource Management

(11/7/2022)