



**NIAGARA COUNTY CIVIL SERVICE
111 MAIN STREET – SUITE G2
LOCKPORT, NEW YORK 14094**

PROBATIONARY REPORT

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| EMPLOYEE'S NAME | TITLE | DEPARTMENT |
| Probationary Period Begin Date: End Date: | Length of Probationary Period Served: | Rating Period Dates From: To: |

In accordance with the Civil Service Law Section 97 and Local Rule XIII subdivision 5, the appointing authority is required to complete this form and return it to the Civil Service Office at the completion of the probationary period and prior to termination during the probationary period. You must provide an explanation for termination and any other supporting documentation you feel necessary.

I hereby certify that I have carefully observed the probationer during his/her probationary period and find his/her conduct, capacity, and fitness to be:

Satisfactory Unsatisfactory

On the basis of the above finding as to the conduct, capacity, and fitness of the probationer, I recommend that this employee be:

Retained Terminated Effective:

Explanation for Termination:

Signature of Appointing Authority

Title

Printed Name of Appointing Authority

Date

Civil Service Rules XIII subdivision 5 - Report on Probationer's Service

The probationer's supervisor shall carefully observe his/her conduct and performance and, at least two weeks prior to the end of the probationary term, shall report thereon in writing to the proper appointing authority. The supervisor shall also, from time to time during the probationary term, advise the probationer of his/her status and progress. A probationer whose services are to be terminated for unsatisfactory service shall, to the extent possible, receive written notice at least one (1) week prior to such termination and, upon request, shall be granted an interview with the appointing authority or his/her representatives.

Revised 01/30/2006