



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: _____ Employee ID#: _____

Department: _____

Position Code/Title: _____

Hire/Promotion/Demotion/Transfer Date: _____

Probationary Period Ends: _____

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: _____