



University of Pittsburgh
HUMAN RESOURCES

DATE _____

**THIRD OF THREE REVIEWS CONCERNING PROVISIONAL PERIOD OF
EMPLOYMENT**

EMPLOYEE NAME (Last, First, Middle Initial) _____
 EMPLOYEE DEPARTMENT _____
 FIVE DIGIT DEPARTMENT CODE _____ WORKING TITLE _____
 UNIQUE IDENTIFIER _____

The three or six month provisional period for this position is about to be completed. Throughout this period, there have been evaluations of suitability for the position in terms of standards for quality and quantity of work and reasonable expectations for continued employment by the University. As a result, the status checked below has been thoroughly considered and will be effective _____.
 (Date)

_____ 1. Regular (as defined in the STAFF HANDBOOK)

_____ 2. Termination (The exact date should be no later than the end of the provisional period. Any exception must be done in consultation with the supervisor, department administrator, and Employee Relations prior to the intended termination date.)

A supervisor may terminate an employee who has demonstrated unsatisfactory performance during the provisional period provided that adequate justification is reviewed in advance by Employee Relations.

_____ 3. Other

_____ A. Request for extension of the provisional period, with specific steps to be followed as developed by all parties concerned. New provisional period end date: ____/____/____.
 (Date)

_____ B. Request for extension of termination date while attempts are made to locate another position, subject to the availability of a suitable position with no absolute guarantee.
 Termination date: ____/____/____.
 (Date)

*An extension request must be submitted in writing to Employee Relations prior to the end date of the original provisional period. This request must include an outline of specific steps to be followed as developed by all concerned parties to correct poor, marginal, or undemonstrated performance. This normally should be agreed upon by the department and Employee Relations **BEFORE** the provisional period can be extended.*

NOTE: Step 2 is recommended for a person, especially one hired from outside the University, whom the supervisor and departmental administrator in consultation with Employee Relations think has little or no chance of success in any capacity at the University. Step 3 is recommended if after consultation with Employee Relations, the supervisor and departmental administrator think the person, especially a transfer or promotion from within the University, could be successful in another work situation.

DESCRIPTION	NAME (Print Clearly)	CAMPUS PHONE	E-MAIL ADDRESS	SIGNATURE	DATE
Employee Being Reviewed					
Immediate Supervisor					
Next Level Review					
Next Level Review					
FAIS Account Administrator					