



AFSCME Probationary Removal Documentation Sheet

Employee Name

Title

Department

Length of Probation

Dates of Mid-Probationary Review

End-Probationary Review

Manager/Director:

Orientation Provided (may attached additional documentation):

Discussions re: Unsatisfactory Performance:

Date	Topic	Remedial Steps Taken
1.		
2.		
3.		

Final Comments:

Requested Action to be Taken

Signature

Date