

Employment Services 3100 Marine Street, Third Floor, UCB 565, Boulder, Colorado 80309-0565

PH: (303) 492-6475

FAX: (303) 492-4693

Early Certification Justification Memo

For Employee:

Effective Date of Early Certification:

Department:

Employee ID #

Hire Date:

Job Class:

From: **Appointing Authority**

Information

Probationary Status is designed to give the appointing authority adequate time to evaluate an employee's performance. All new employees to the state system are given 12 months before they become certified in their job class. Early certification occurs when an appointing authority determines that the employee has more than adequately met his/her performance expectations as a state employee and may be granted all the rights and privileges thereof.

Instructions

The following memo should indicate why early certification is being requested and describe how the employee is meeting or exceeding the expectations of the position. The letter must be signed by the appointing authority and routed to Employment Services for review and approval.

To: Employment Services

Appointing Authority Signature: _____

Date:

Employment Services Signature: _____

Date: