



# FACILITIES MANAGEMENT

## OKLAHOMA STATE UNIVERSITY

Facilities Management Employee,

We are grateful that you opted to accept our offer of employment; we feel you will be an important part of the Oklahoma State University Facilities Management team.

In accordance with Oklahoma State University policy 3-0706: Employment, Promotion, and Transfer for Classified Staff, all new classified staff will be required to serve a three-month probationary period before final certification as a status employee. During this time, employment can be terminated if the new employee fails to furnish satisfactory service.

The purpose of the probationary period is to provide the new incumbent and the supervisor an opportunity to evaluate overall performance on the job and assess the capability of performing the duties of the assigned position to determine his or her fitness for continued employment with the department. At the end of the probationary period, if both the new incumbent and the supervisor agree that the job is a good fit the incumbent will be certified as a status employee.

During this time, you will be expected to follow and adhere to all policies, procedures, and guidelines as set forth by Oklahoma State University and/or the Facilities Management Department. As part of the probationary period, you will meet with your supervisor for a 45-day review to discuss your progress thus far and set 90-day goals and expectations for moving forward. You will have another review at the 90-day mark, at which time a final certification as a status employee will be made.

We are excited to have you on the team and are here to support you as you become familiar with your new role and the Facilities Management department. Please do not hesitate to reach out to either myself or your supervisor with any questions you might have.

Thank you,

Brigett Broyles  
Facilities Management Administration