



# Mountwest

## Community & Technical College

### Mountwest 6-Month Probationary Period Report – Classified Staff

Employee Name: \_\_\_\_\_ Employee Title: \_\_\_\_\_ Start Date: \_\_\_\_\_

Supervisor Name: \_\_\_\_\_ Department: \_\_\_\_\_

**Instructions: The supervisor checks the appropriate box and discusses the action with the employee.**

Satisfactory Probationary Period : The employee has satisfactorily completed the probationary period and attained regular employment status on (date): \_\_\_\_\_

Extended Probationary Period: The probationary period has been extended to (date) \_\_\_\_\_. The reason is:

- Change of Supervisor
- Change in Job Duties
- Leave of Absence
- Other:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Release from Employment: The employee is released from employment effective (date) \_\_\_\_\_.

Reasoning: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Supervisor's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Employee's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

\*Signature is not required if the employee is released from employment.

CC: Human Resources – Original  
Employee  
Department File