



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