



NWACC Existing Employee 90 Day Evaluation*

Employee name: Employee ID #:

Position:

Date:

Hire date:

Supervisor:

Learning Opportunities/Goals:

Comments:

Probation Status:

Recommend employee be taken off probation period.

Recommend that employee's probation period continue for 90 days

(Must attach a Performance Improvement Plan).**

Employee signature

Date

Supervisor signature

Date

Human Resources Representative Signature

Date

**Existing employees hired into new positions are required to complete a 90 probationary period.*

***Supervisors may request an additional 90 day probationary period with a Performance Improvement Plan attached.*