



90-DAY PROBATIONARY PERFORMANCE EVALUATION

Employee First Name:

CWID:

Employee Last Name:

Job Title:

Department:

Evaluation Cycle: 2013 - 2014

Supervisor:

This is the person(s) responsible for conducting evaluations for this position.

ACTION TO BE TAKEN:

Meets performance standards and continuation is recommended. List goals/areas of growth in the section below:

Needs improvement and continuation is recommended. This rating describes performance in which improvement in one or more areas is required to meet performance standards. Please describe the areas of required improvement below and review these issues with the new employee:

Continuation of employment beyond 90 days is not recommended. Supervisor must contact Human Resources prior to discussing evaluation with the employee.

ACKNOWLEDGMENT AND SIGNATURES:

Submitted to Employee for Review U

Supervisor Signature

Date

Reviewed by Employee U

Employee Signature

Date

ROUTING INSTRUCTIONS:

Employee – save this document to your desktop and return it to your supervisor via email as an attachment

Supervisor – email this form to Vicki York (vyork@collin.edu) in Human Resources (form must be sent as an email attachment)