

Use this job aid to add a job change probationary period or manage a new hire probationary period for a Team Member.

Add Probation Period

Managers only add probation periods for job changes (promotions or step downs). Probation periods for new hires are added to the system by Recruiting.

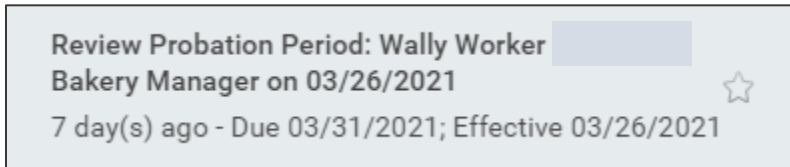
From your home screen:

1. Navigate to your inbox and select the **Manage Probation Period** task for the Team Member.
2. In the **Type** field, select **Job Change**.
3. In the **Reason** field, select **Promotion** or **Step Down**.
4. Probation Duration and Unit default to 90 days. Do not change
5. Click **Submit** and **Done**.

Manage Probation Period

From your home screen:

1. Navigate to your inbox and select the **Review Probation Period** task which is sent 7 days prior to the Probation Period end date:



2. Select the appropriate **Probation Outcome** from the dropdown menu:
 - **Fully Meets Expectations**

- **Partially Meets Expectations** (Selecting this option triggers a notification for you to set up a check-in with the Team Member)
 - **Does Not Meet Expectations**
3. Select the appropriate Action from the dropdown menu:
 - **No Action Needed**
 - **Terminate for Review Probation Period** (only if Probation Outcome is Does Not Meet Expectations.)
 4. Click **Submit** and **Done**.