Assign Probationary Performance Review

Assign Probationary Performance Review

This covers the steps to initiate and assign a probationary performance review by using the **Start Performance Review for Employee** task.

Security Role

• Manager

Contents

Assign Probationary Performance Review	1
Acceptance Criteria	1

Assign Probationary Performance Review

- 1. From the Search bar, type Start Performance Review for Employee.
- 2. Using the **Employee** field search for the name of the individual the review is for.
- 3. With the name displayed in the Employee field, identify the appropriate review template to be assigned: Using the **Review Template > By Type > Probationary Reviews >** select the appropriate review title (*Teammate or People Leader probationary review options*).
- 4. Enter the date range the individual is to be reviewed over by using the **Period Start Date** and **Period End Date** fields.
- 5. Type any applicable notes in the enter your comment text box. (Optional).
- 6. Click Submit.

Start Performance Review for Employee

Review Template * × Teammate Probationary Performance Review Period Start Date * 04/27/2023 = Period End Date * 10/27/2023 = enter your comment 6 mos. probationary performance review	Employee	Chase M Olson (80009434)	 ∷≡	
Period End Date * 10/27/2023	Review Template		 	
enter your comment	Period Start Date	• 04/27/2023		
	Period End Date	* 10/27/2023 🖬		

Acceptance Criteria

7. Upon clicking the Submit button confirm the pop-up message **Start Performance Review Confirmation** appears. The **Up Next** section will display the next review step and who it is assigned to.