## 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. 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**.



# 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.