



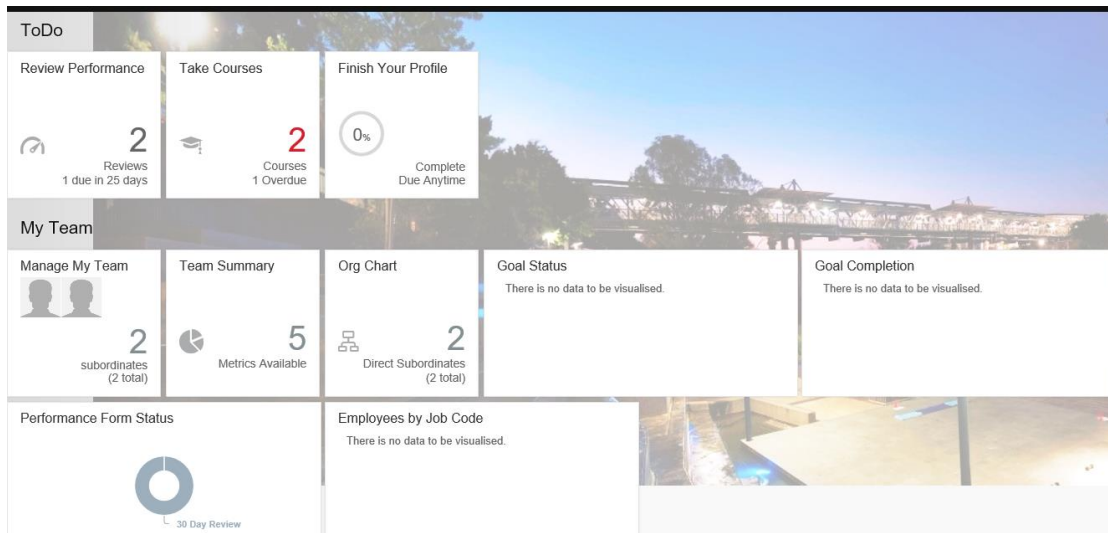
People and Culture Branch

E-Hub Recruitment System

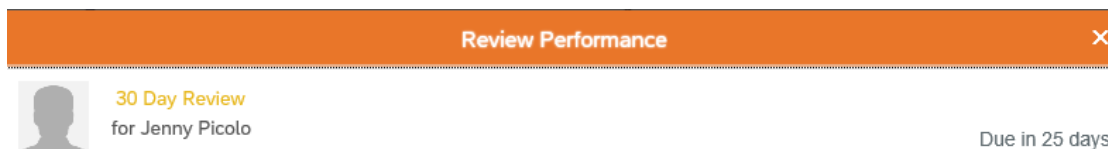
PROBATION – SUPERVISOR / MANAGERS

When your new employee is started in Probation you have a new To-Do tile on your e-hub home page called Review Performance. There will also be an email sent once probation has been activated.

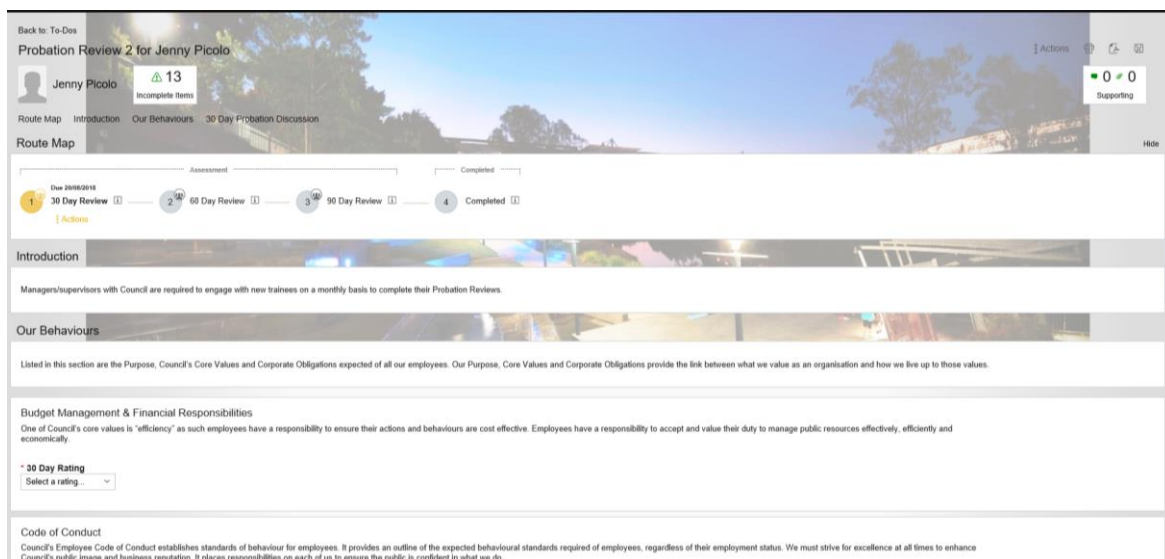
On your Dashboard under **To Do** click on **Review Performance**.



Click on your new employee.



On the probation form the number of items to complete will display at the top of the form. These should be completed by the due date.



As you complete the probation form the number of incomplete items will update.



Once all items are completed on the form, click the complete button.

When the form is completed, the next probation review form will generate.

Complete the second review form.

The Previous 30 day review actions and comments are available to view. You cannot change them.



People and Culture Branch E-Hub Recruitment System

You will need to complete the items for the 60 Day Probation Discussion to be filled in.

Back to: Inbox
Probation Review 2 for Jenny Picolo

Route Map Introduction Our Behaviours 30 Day Probation Discussion 60 Day Probation Discussion

30 Day Probation Discussion

Please complete the probationary review below. Once completed, an email correspondence will be sent to the employee which contains the Probation Review displaying the agreed assessment and comments. The Employee Relations Manager will be notified if the question 'Has the employee's performance been satisfactory?' is answered No

Did you provide this employee with feedback about their performance this month? Yes

Has the employee performed to an acceptable level this month against all aspects of their position description? Yes

Has the employee's performance been satisfactory? Yes

30 Day Supervisor recommendation Continue Probation

Date 27/07/2018

Section Comments:
Supervisor's Comments
working well within the team and independently

60 Day Probation Discussion

Please complete the probationary review below. Once completed, an email correspondence will be sent to the employee which contains the Probation Review displaying the agreed assessment and comments. The Employee Relations Manager will be notified if the question 'Has the employee's performance been satisfactory?' is answered No

Did you provide this employee with feedback about their performance this month? Yes

Has the employee performed to an acceptable level this month against all aspects of their position description? Yes

Has the employee's performance been satisfactory? No

60 Day Supervisor recommendation Continue Probation

Date 19/07/2018

Section Comments:

Final Probation sign off

Open and complete the final probation review form.

Back to: Inbox
Probation Review 2 for Jenny Picolo

Route Map

Assessment Completed

30 Day Review Completed 60 Day Review Completed 90 Day Review Completed

Complete 90 Day Review

You are about to submit this form for completion. A copy of the form will be sent to your Completed folder.

Cancel & Return to Forms Complete 90 Day Review

If it is a 90 day review, the 30 day and 60 day form details will be visible

Complete the items for the 90 day review.

The final review form has additional rating fields to be completed.

Complete these ratings



People and Culture Branch E-Hub Recruitment System

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Probation Review 2 for Jenny Picolo

Jenny Picolo Select a rating... 1

Route Map Introduction Our Behaviours 30 Day Probation Discussion 60 Day Probation Discussion 90 Day Probation Discussion Final Supervisor Recommendation

Date 27/07/2018

Section Comments:
Supervisor's Comments

good fit for the team as performing tasks in accordance with the PD and other ad hoc projects given.

Final Supervisor Recommendation

* Overall Form Rating:

Appoint
Extend Probation
Terminate

Name	Rating
Our Behaviours	
Budget Management & Financial Responsibilities	Met Expectation
Code of Conduct	Met Expectation
Financial or Other Delegation	N/A
Workplace Health & Safety	Met Expectation
HR Management Standards	Met Expectation
Collaboration	Met Expectation
Communication	Met Expectation

Click on **Complete 90 Day Review**

Once 90 day review is completed the Probation form is moved into the signature/sign off stage.

The form will be automatically moved to Branch Manager and COO for final sign off.