

**PROBATION CONFIRMATION POLICY**

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## LEAVE POLICY

**Purpose** – To evaluate and confirm new employees.

**Applicability** – All employees who are on probation.

**Description** – HR keeps a record of people on probation and when the probation period comes to an end, the performance is evaluated by Department Head in consultation with HR. If the evaluation generates positive results, Letter of Confirmation is given to the person.

**Probation period** – A new employee employed in the organization will undergo a probationary period. The objective of the probationary period is to give an opportunity to the organization determine each other's initial expectations.

The period of probation for all levels shall be six months. During the probation period, if the person wishes to leave employment, they are required to serve a notice period of 30 days. If the person is removed from employment by the organization, a 30 day notice or severance pay will be owed by the organization to the individual.

Designation	Probation period	Probation notice Period	Post-confirmation notice Period
Band 1	180 days	30 days	60 days
Band 2 and above	180 days	30 days	90 days

**Process** – The Process followed for confirmation/ Extension shall be as given below.

**Exceptions** – Any exception to these policy guidelines will be considered on case-to-case basis and the same has to be approved by the Head of HR.

### **Process Flow**

S. No.	Process flow	Responsibility	Comments
1	List of active employees - DOJ wise to be taken every month on the 1 <sup>st</sup> of the month. This list will give the list of employees who are completing probation in the following month.	HR	None
2	The confirmation appraisal form is to be circulated to the respective supervisors before the 5 <sup>th</sup> of the month.	HR	As per the Annexure -I
3	This form has to be filled by the respective supervisors and returned to HR by the 20 <sup>th</sup> of the month.	HR	None
4	Confirmation letter to be given to the employee on the date of confirmation: If the Concerned supervisor / HOP / HOD approves the confirmation If the concerned supervisor / HOP / HOD does not get back with the status before the stipulated timeline – then the employee is treated as being automatically confirmed.	HR	As per Annexure -II
5a	<b>Probation extension:</b> Letter to be issued to the employee if the concerned supervisor does not approve the confirmation. This needs to be ratified by the next higher authority. The probation can be extended by Three months.	HR	As per Annexure -III
5b	The performance is reviewed after three months and the employee is either confirmed or terminated depending on the advice of the concerned supervisor/ reviewing authority. The probation extension can be done only twice for a maximum period of six months (two spells of three months each)	HR	None
6	End Of Process		

**Annexure – 1**

**Probation Confirmation Review Form**

**Name of the Employee:**

**Emp ID:**

**Date of Joining:**

**Date of Confirmation:**

**Designation:**

**Department:**

S.No.	Attributes	Excellent	Good	Satisfactory	Poor
1	Attitude to Work				
2	Ability to work with people				
3	Job Knowledge				
4	Dependability				
5	Attendance				
6	Punctuality				
7	Ability to Communicate				
8	Initiative				
9	Grooming				
10	Promptness in Attending to work				
11	Accuracy and completeness in work				
12	Productivity and output.				
13	Orderliness in work (i.e. How systematic and how well organized is the person)				
14	Ability to plan and set priorities				
15	Ability to Allot work intelligently to Subordinates				
16	Ability to Motivate his/her staff				
17	Relation with other Departments				
18	Ability to anticipate problems and to take timely preventive action.				
19	Capacity of Independent work				
20	Ability to Plan and help in preparing for superior's meeting etc				
21	Scheduling of work				
22	Office information				
23	Data collection				
24	Computer Skills				
25	Knowledge of all Software Packages				
26	Ability to handle confidential information				

**ATTENDANCE**

<b>Total No. of Days Absent without Permission</b>	
<b>Total No. of Days Absent with prior Permission</b>	
<b>Total No. of Days Absent during this period</b>	

### **OVERALL RATING OF PERFORMANCE**

**1. Performance trend during the period (tick mark your choice)**

- ☐ Improving
- ☐ Declining

**2. Your overall assessment of the appraisee's performance**

**Excellent**

☐

**Good**

☐

**Satisfactory**

☐

**Poor**

☐

**3. General Comments :**

### **RECOMMENDATION**

- Confirm

☐

- Extend Probation by

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**Name and Designation of the Appraisee**

**Signature:**\_\_\_\_\_

**Date:** \_\_\_\_\_

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**Name and Designation of the Appraiser**

**Signature:**\_\_\_\_\_

**Date:** \_\_\_\_\_

**Annexure - II**

**Probation Confirmation Letter**

<<Date of Confirmation>>

<<TITLE>> <<FULL NAME>>

Emp ID – <<EMP ID>>

<<DESIGNATION>>

Dear <<FULL NAME>>,

We are pleased to inform that you have been confirmed in the services of the Company with effect from <<Confirmation Date>>.

All other terms and conditions of your appointment remain unchanged.

We are sure that you will continue to contribute with the same zeal and enthusiasm, which is characteristic of you.

Wishing you a long and successful career with Ideassion.

For **Ideassion Technology Solutions**,

**HR**

**Annexure - III**

**Probation Confirmation Extension Letter**

<<Confirmation Date>>

<<TITLE>> <<FULL NAME>>

**Emp ID – <<EMP ID>>**

<<DESIGNATION>>

Dear <<FULL NAME>>,

We wish to inform that your **Probation Period has been extended for <<MONTH(S)>>**, effective **1<sup>st</sup> <<EFFECTIVE MONTH>> <<YEAR>>**, due to poor attendance / performance.

All other terms and conditions of your appointment remain unchanged.

We look forward to your commitment in the coming months to enable your confirmation.

For **Ideassion Technology Solutions**,

**HR**

### **PROBATION CONFIRMATION PROCESS**

