E-HR-1.3 Confirmation Process
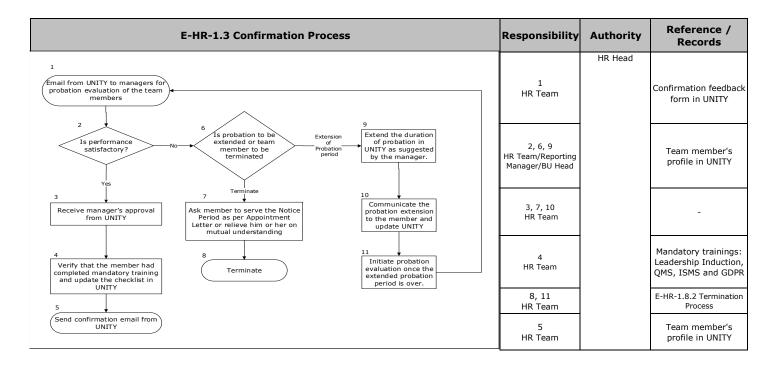
1	Purpose	This process lays down guidelines about activities to be carried out while confirming the new team member who is in Probation Period in e-Zest.
2	Abbreviations	-

3	Version Chart	Version No.	Date of Release	Author / Review By	Comments
		1.0	24-Jan-12	Supriya Acharya/ Rajendra Babtiwale	Resetting the version number to 1.0 due to restructuring of QMS. Column "Micro Processes" is added in the process template.
		1.1	18-Dec-12	Samruddhi Ghatwal/ Anuradha Phase	Change in the process due to automation on SharePoint.
		1.2	18-Dec-12	Devendra Deshmukh	Reviewed and approved
		1.3	13-May-20	Apeksha S.	Appropriate changes as per 'Unity' implenenation are done.
		1.4	04-Jun-20	Apeksha S., Shriya D., Ankita R., Rajendra B., QA team	Process is reviewed and minor changes are corrected.
		1.5	14-Aug-20	Devendra Deshmukh	Reviewed and approved
		1.6	17-May-22	Supriya Acharya	Due to change in company name, document header is changed
		1.7	17-May-22	Rajendra Babtiwale	Reviewed and approved

4	Authority	Authority of this process is with HR Head.

E-HR-1.3 Confirmation Process	Responsibility	Authority	Reference / Records

Flowchart steps:

1. Email from UNITY to managers for probation evaluation of the team members
2. Is performance satisfactory?
   - Yes → 3
   - No → 6
3. Receive manager's approval from UNITY
4. Verify that the member had completed mandatory training and update the checklist in UNITY
5. Send confirmation email from UNITY
6. Is probation to be extended or team member to be terminated
   - Extension of Probation period → 9
   - Terminate → 7
7. Ask member to serve the Notice Period as per Appointment Letter or relieve him or her on mutual understanding
8. Terminate
9. Extend the duration of probation in UNITY as suggested by the manager.
10. Communicate the probation extension to the member and update UNITY
11. Initiate probation evaluation once the extended probation period is over.

Responsibility	Authority	Reference / Records
1 HR Team	HR Head	Confirmation feedback form in UNITY
2, 6, 9 HR Team/Reporting Manager/BU Head		Team member's profile in UNITY
3, 7, 10 HR Team		-
4 HR Team		Mandatory trainings: Leadership Induction, QMS, ISMS and GDPR
8, 11 HR Team		E-HR-1.8.2 Termination Process
5 HR Team		Team member's profile in UNITY