

Policy on Confirmation

Objective

While every effort is made during the selection process to assess the candidates appropriately, it is not always possible to ensure a perfect fit. Therefore new employees will be placed on probation to monitor and to take corrective measures at the initial stage and thereafter is confirmed in the organization

Scope

This policy is applicable to all new employees who are in their probation period.

Confirmation Process

1. The confirmation process will be initiated by HR 7 days before the actual confirmation due date.
2. Confirmations have to be from the 1st of the subsequent month from the end of probation.
3. Communication (email to HR) from the Reporting Manager requesting confirmation of an employee has to be shared by the 20th of the month, for the employee to be confirmed from the 1st of the subsequent month.
4. If the Communication from the Reporting Manager is delayed beyond the 20th, the confirmation will be processed from the month after (i.e. if the communication is received by 28th June, confirmation will be processed from 1st Aug)
5. Communication from the Reporting Manager needs to contain data regarding parameters relevant for confirmation decision (Refer Annexure 1)

Parameters for Confirmation

Fresher

1. Achieve resume submission target of 70% and above in a week
2. Has 6 - 7 first level interviews scheduled per week.
3. Selections : Has offers released with confirmed joining date or has joiners.
4. 100 % adherence to systems and processes
5. Conduct , Punctuality and Attendance(0% unscheduled leaves) is good

Lateral

1. Achieve resume submission target of 90% and above in a week
2. Has 8 - 12 first level interviews scheduled per week.
3. Selections : Has offers released with confirmed joining date or has joiners.
4. 100 % adherence to systems and processes

5. Attendance - 0% unscheduled leaves.
6. Team Management, Delivery Management and take Ownership (incase an employee is hired for team handling role)

Extension of Probation Period

1. In case a probationer fails to clear the above mentioned criteria the probation period will be extended and the same would be communicated to the employee.
2. Probation period can be extended for a period of 3 months.
3. This needs to be communicated to the employee by email; HR will be kept copied in the email; In the communication to the employee deficiencies will be reported, and expectations will be set out clearly.
4. During this extension period probationers will be monitored on the above mentioned parameters and managers will be outlining areas of improvement.
5. If the probationer's performance and conduct have been satisfactory according to the organization's set parameters, the Managers can share an email for the confirmation. Such communication also needs to reach the People/HR team by the 20th of a month for the confirmation to be finalized by the 1st of the succeeding month.
6. If probationers' performance has been unsatisfactory and not met the organization's set parameters. They may recommend a discussion with the probationer and decide on if they would like to continue further or the organization can decide on termination of the probationer.

Notes:

1. An Employee can be confirmed before the end of the probation period, if his or her performance is found satisfactory. There is no compulsion to wait for the probation period to complete before one is confirmed.

Annexure 1

We wish to confirm <name of employee> with effect from <date of confirmation>

His/Her performance and workplace behavior is satisfactory. Following are the data points considered while arriving at the decision.

Average weekly resume submission	Mention Numbers
Average weekly first interviews	Mention Numbers
Offers/Joiners (please mention)	Mention Numbers
Process Adherence	Yes/Needs Improvement/No
Workplace Behavior	Acceptable/Needs Improvement/Not Acceptable
Team Handling (If part of job)	Acceptable/Needs Improvement/Not Acceptable
Client Management (if part of job)	Acceptable/Needs Improvement/Not Acceptable

Revision History

Amendment Date	Policy Version	Author	Approved By	Nature of Changes
July 2022	Version 2.0	People Team	Management	