KPMG

# *Probation Application User Guide (Group Heads)*

Probation Result Approval Process

1. After the PM has completed the staff's performance evaluation and the staff has acknowledged the probation result, the probation form will be sent to you for approval, your action is to review and approve or revise the staff probation result.

2. Access Probation Application via
   http://www.thapp4.th.kworld.kpmg.com/application/HR/HumanCapitalManagement/
   Google Chrome browser is recommended for this application
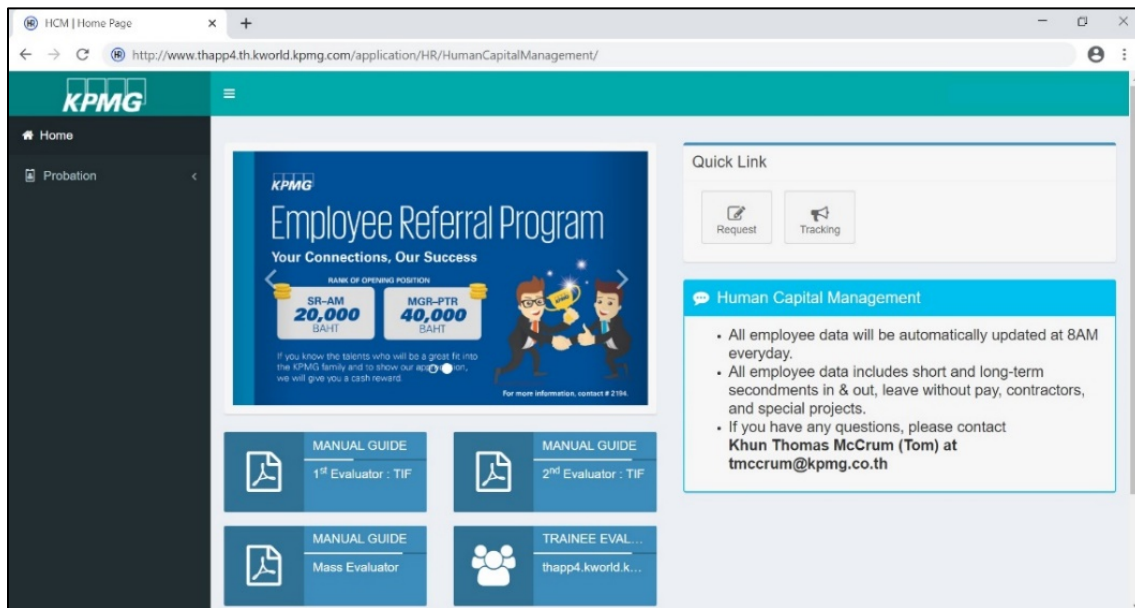
3. Click on 'Probation' and then 'My Task'.
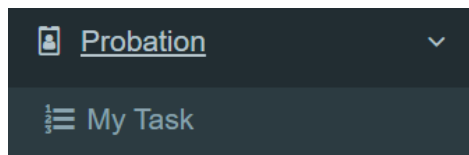
4. Click 'Search' and the list of the staff waiting for your probation evaluation will appear below. You can also use the various filters (i.e. Staff join date, Name) to search for the staff's probation.
    a. Click on view (circled in red) to access the staff's probation form.

Probation List

Probation Start From :		Staff Name/ID :		Name :	
Probation Start Until :		Status :	All ▾		

Search

Show 50 ▾ entries

	Staff No.	Name	Probation Start	Probation End	PM	Group Head	HOP	Sent To	Status
✎			September 10, 2018	January 06, 2019		Your Name		Group Head	Pass

5. Review the PM's evaluation result of the staff

Probation Form

PERFORMANCE EVALUATION (PROBATIONARY PERIOD)			CONFIDENTIAL
Name:	**Rank:**	**Staff No.:**	**Cost Center:**
			SSVC-HR
Date Employed:	**Probationary Period End:**	**Performance Manager / PM's Cost Center:**	
September 10, 2018	January 06, 2019		

(TO BE FILLED IN BY PERFORMANCE MANAGER)

Please evaluate your staff based on the following competencies and give your recommendation as to whether or not his/her employment status be continued as a permanent staff upon completion of four-month probationary period.

Please refer to attached link for examples of required behavior for each competency.
https://intra.ema.kpmg.com/sites/globalpeople/GlobalPPCSite/PerformanceReward/EALFramework/

Note rating performance: Please provide the reason in case that you evaluate "Not Pass" or "N/A"
(not applicable - In case of limited time for observation)

Global Behavioral Capabilities	Pass	Not Pass	N/A	Remark (reason of "Not Pass" or "N / A")
•**Drive quality** Delivers high-quality products and exceptional service that provide value i.e. commits to delivery of work that is on time and in line with specifications	✓	○	○	
•**Apply a strategic perspective** Uses diverse sets of inputs to develop a broad perspective on business and people issues to changing circumstances and respond to fluid environments i.e. identifies and shares business opportunities	✓	○	○	

6. Once you have completed the probation result revision. Click 'Approve' to approve the staff's probation result, it will then be sent to the HoP for final approval.
   a. If there is an issue with the probation and you want the PM to re-evaluate the staff's probation, click 'Revise'. The form will be sent back to the PM for re-evaluation, please state the reason for revising the probation result in the pop-up remark box.

Contact Person

i. If you have any inquiries regarding the probation evaluation, please feel free to contact HR Team – Siriwan L. #2041, Wanna P. #2046 or Manisa M. #2594.

ii. For probation application inquiries, please contact Akara C. #2044.