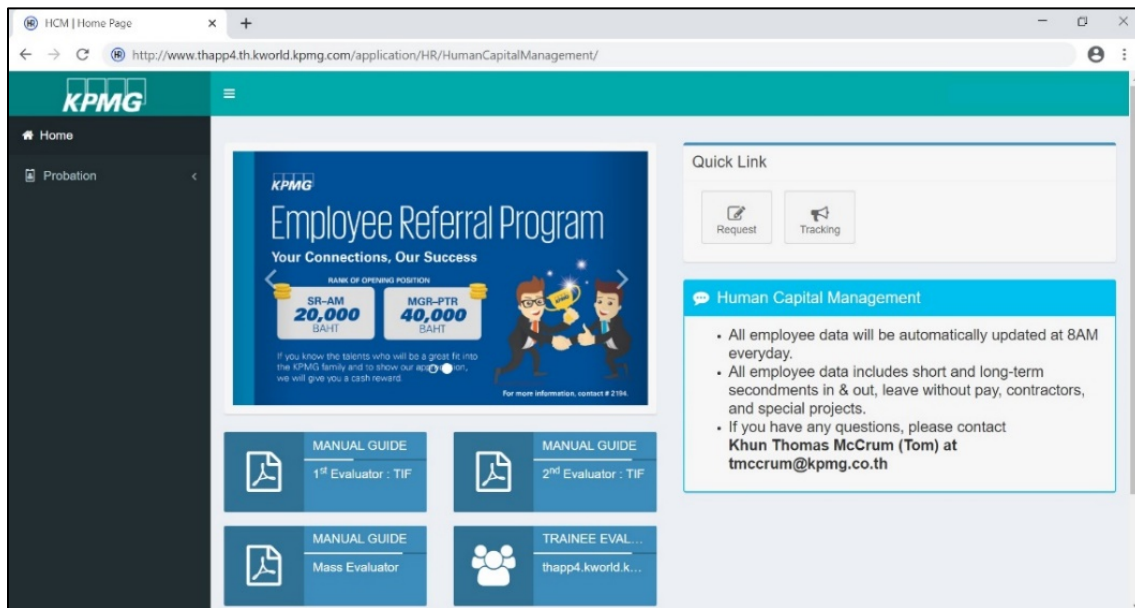




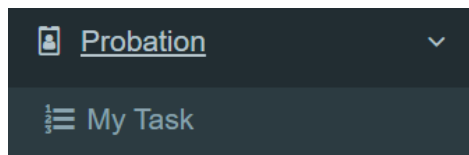
***Probation
Application
User Guide
(Group
Heads)***

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

Show 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	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	
•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 find opportunities to identify and share business opportunities	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	

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.

Creates an environment in which all people feel like they belong i.e. strives to understand people based on their own experience, not through the experience of others, understands how they impact others, as well as how others impact them.		<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	
•Technical Capabilities Technical knowledge and skills requirements which are specific to each function		<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	
Current Leave (Hours) : Annual leave : 16 Medical leave : 20		Should the employment status be continued as a permanent staff? <input checked="" type="radio"/> YES <input type="radio"/> NO <input type="radio"/> OTHER (i.e. Probation extension – please specify below)			
Other Remarks and Recommendations: <div style="border: 1px solid #ccc; height: 40px;"></div>					
Proposed By: <div style="background-color: black; width: 100px; height: 20px;"></div> (HR Department)	Evaluated By: <div style="background-color: black; width: 100px; height: 20px;"></div> (Performance Manager)	Acknowledged By: <div style="background-color: black; width: 100px; height: 20px;"></div> (Employee)	Recommended By: Your Name <div style="background-color: black; width: 100px; height: 20px;"></div> (Group Head/Dept.Head)	Approved By: <div style="background-color: black; width: 100px; height: 20px;"></div> (HOP / Head of SSVC)	
Proposed Date: March 09, 2020	Evaluated Date: March 16, 2020	Acknowledged Date: March 16, 2020	Recommended Date:	Approved Date:	

Approve
Revise

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.