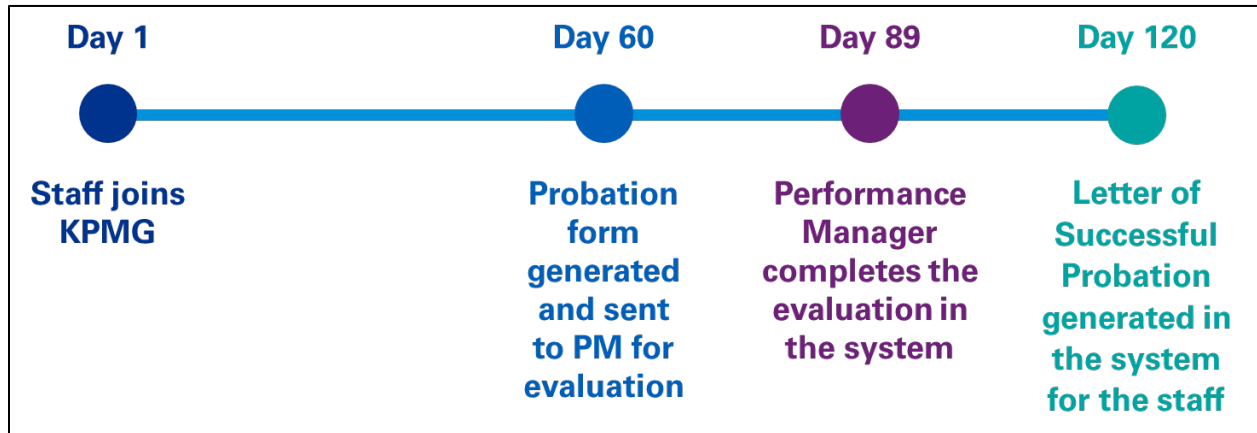




***Probation
Application
User Guide
(Staff)***

Probation Evaluation Timeline



Normal Probation Evaluation Process

1. After the performance manager has completed your performance evaluation during the probationary period. You will be notified via email to acknowledge your probation result. You can also access the system via <http://www.thapp4.th.kworld.kpmg.com/application/HR/HumanCapitalManagement/>
*****Google Chrome browser is recommended for this application*****
 - a. You will see the PM evaluation in grey highlighted, the results cannot be edited.

Probation Form			
PERFORMANCE EVALUATION (PROBATIONARY PERIOD)			CONFIDENTIAL
Name:	Rank:	Staff No.:	Cost Center:
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Date Employed:	Probationary Period End:	Performance Manager / PM's Cost Center:	
<input type="text"/>	<input type="text"/>	<input type="text"/>	
(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/GBandPD/Pages/GlobalBehaviors.aspx			
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
Seizes business opportunities Build long-term client relationships with clients and colleagues. Demonstrate business and commercial acumen by applying knowledge to both global and local clients. Spot and develop business opportunities, anticipate change and respond to client needs.	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
Remark (reason of "Not Pass" or "N / A") She demonstrated her business and commercial skills and have developed several opportunities.			
Demonstrates curiosity and innovation	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

2. Once you have reviewed the result, click on 'Acknowledge' (circled in red). The form will then be sent to your group head for approval.

Influence key stakeholders to change their thinking. Cut through complexity in verbal and written communications, presenting information clearly and concisely. Know how to listen and adapt approach to suit the audience.

Technical Capabilities
Technical knowledge and skills requirements which are specific to each function

Current Leave (Hours):
Annual leave : 0
Medical leave : 0

Should the employment status be continued as a permanent staff?
☒ YES ☐ NO ☐ OTHER (i.e. Probation extension – please specify below)

Other Remarks and Recommendations:

Proposed By: [Redacted] (HR Department)	Evaluated By: [Redacted] (Performance Manager)	Acknowledged By: [Redacted] (Employee)	Recommended By: [Redacted] (Group Head/Dept.Head)	Approved By: [Redacted] (HOP / Head of SSVc)
Proposed Date: February 18, 2020	Evaluated Date: February 19, 2020	Acknowledged Date:	Recommended Date:	Approved Date:


3. On the probation end date, the letter of successful probation period will be generated for you to download.
 - a. Access the probation application, click on view (circled in red)

Probation List

Probation Start From : Probation End : Status : All

Probation Start Until : Staff Name/ID : Name :

Show 50 entries

Staff No.	Name	Probation Start	Probation End	PM	Group Head	HOP	Sent To	Status
 Staff ID	Your Name	Start date	Probation end date	your PM			Completed	Pass

- b. Click on 'Download Letter of Successful Probation Period'.

Probation Form

PERFORMANCE EVALUATION (PROBATIONARY PERIOD) CONFIDENTIAL

Name: Rank: Staff No.: Cost Center:

Date Employed: Probationary Period End: Performance Manager / PM's Cost Center:

August 27, 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/globepeople/GlobalPPC/Site/PerformanceReward/GBandPD/Pages/GlobalBehaviors.aspx>

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")
Seizes business opportunities Build long-term client relationships with clients and colleagues. Demonstrate business and commercial acumen by applying knowledge to both global and local clients. Spot and develop business opportunities, anticipate change and respond to client needs.	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	She demonstrated her business and commercial skills and have developed several opportunities.

- c. The Letter of Successful Probation will be downloaded to your computer.



Contact Person

- i. If you have any inquiries regarding the probation evaluation, please feel free to contact HR Team – Siriwan L. #2041, Wannan P. #2046 or Manisa M. #2594.
- ii. For probation application inquiries, please contact Akara C. #2044.