Probation Application User Guide (Head of People)

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 Group Heads and then to you for approval, your action is to review and approve 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
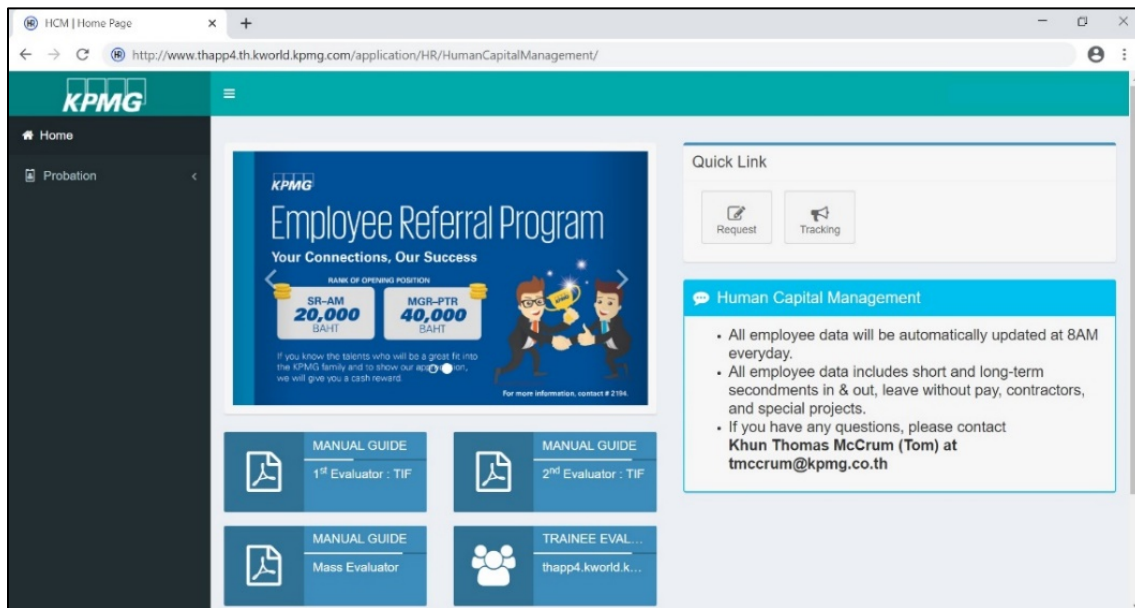
3. Click on 'Probation' and then 'My Task'.
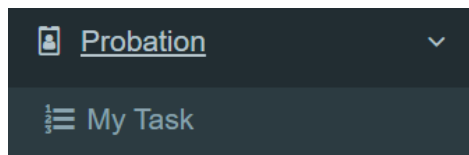
4. Click 'Search' and the list of the staff waiting for your approval will appear below. You can also use the filters (i.e. Staff join date, Name) to search for the staff's probation.
    a. Click on view (circled in red) to access the staff's probation form.

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

6. Once you have completed the probation result revision. Click 'Approve' to approve the staff's probation result, this will be the final approval.
   a. If there is an issue with the probation and you want the PM to re-evaluate the staff's probation, please inform HR contact person (K.Siriwan L.).

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.