

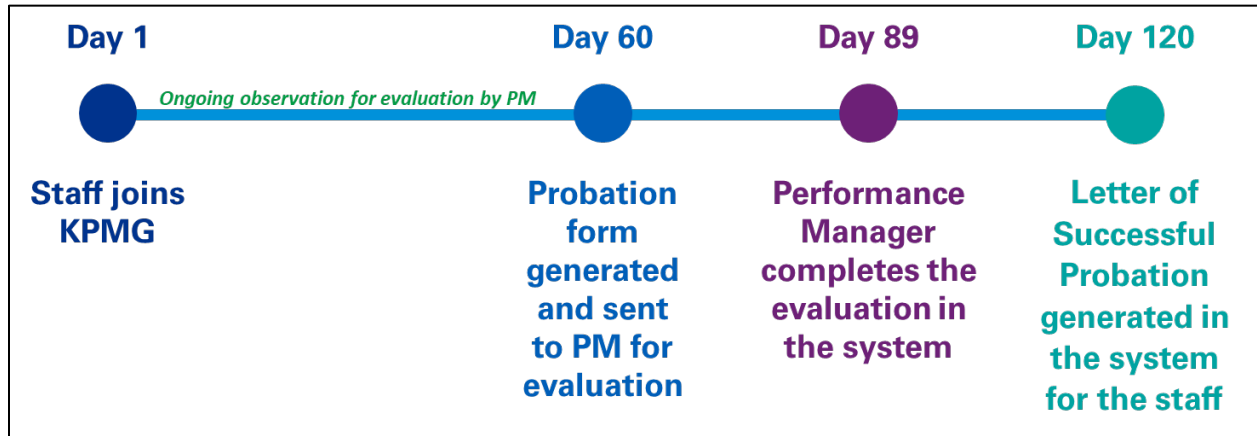


***Probation
Application
User Guide
(Performance
Manager)***

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Probation Evaluation Timeline

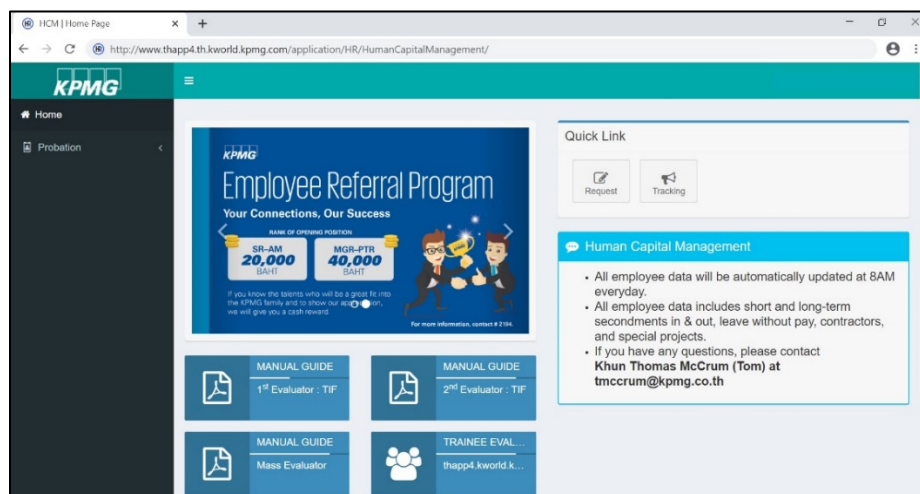


Normal Probation Evaluation Process

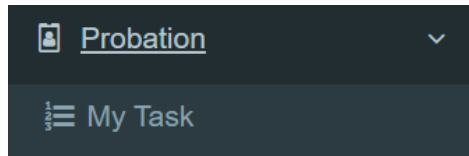
1. Complete performance evaluation discussion with your appraisee within day 89 after the staff have joined the firm.
2. Access Probation Application via

<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 to search for the staff's probation.
- a. Click on view (circled in red) to access the staff's probation form.

The 'Probation List' interface includes search filters for 'Probation Start From', 'Probation End', 'Status', 'Probation Start Until', 'Staff Name/ID', and 'Name'. A 'Search' button is present. Below the filters, a table lists staff members with columns for Staff No., Name, Probation Start, Probation End, PM, Group Head, HOP, Sent To, and Status. The first row shows Staff No. 1111, Name 'Appraisee Name', Probation Start 'June 01, 2019', Probation End 'September 27, 2019', PM 'PM Name', Group Head 'Group Head Name', HOP 'HoP Name', Sent To 'PM', and Status 'Pending'. A red circle highlights a view icon (an eye with a magnifying glass) next to the first staff entry. The table footer indicates 'Showing 1 to 1 of 1 entries' and includes 'Previous', '1', and 'Next' navigation links.

5. The probation form will consist of the staff's details. Please notify HR department if there is any incorrect information. You can also print out the form, please set the print scale to be 'Custom' at '60%'

The 'Probation Form' interface features a 'Print' button in the top right. It is divided into two main sections: 'PERFORMANCE EVALUATION (PROBATIONARY PERIOD)' and 'CONFIDENTIAL'. The 'PERFORMANCE EVALUATION' section contains fields for Name, Rank, Staff No., Cost Center, Date Employed (May 01, 2019), Probationary Period End (August 27, 2019), and Performance Manager / PM's Cost Center. Below these fields, there is a note about evaluating staff based on competencies and a link to a performance evaluation guide. The 'CONFIDENTIAL' section contains a table for 'Global Behavioral Capabilities' with columns for 'Pass', 'Not Pass', 'N/A', and 'Remark (reason of "Not Pass" or "N/A")'. The first row is for 'Seizes business opportunities' with radio buttons for 'Pass', 'Not Pass', and 'N/A', and a text area for remarks.

6. You can evaluate the staff by clicking on the appropriate box. There are 3 choices for the evaluation.
- Pass** – In case the staff passed the criteria on that aspect.
 - Not Pass** – In case the staff didn't passed the criteria or need improvement on that aspect (PM must provide the reason in the 'Remark' box)
 - N/A** – In case of limited time for observation. (PM must provide the reason in the 'Remark' box)

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.
Demonstrates curiosity and innovation Adapt to changing circumstances and respond to fluid environments. Propose and build solutions, keen to learn and drive through change. Add value by seeking out new insights and perspectives, developing new ideas and implementing practical solutions.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
Drives collaboration and inclusion Share knowledge and work across boundaries. Build positive working relationships internally and externally. Be culturally sensitive, globally minded and respect the views and opinions of others. Make a positive difference to colleagues and communities.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
Strives for continual improvement Be dedicated to achieving success and adding value to clients. Set ambitious goals and challenge both self and others to improve, giving and seeking honest feedback along the way. Continually coach and develop others, and work well under pressure	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
Delivers quality Be passionate about consistently delivering high quality work to meet clients' needs and the needs of team. Take pride in the efficient and effective way to organize and structure team and client engagements. Organize well and always plan for contingencies.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
Exercises professional judgment	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	

7. Once you have completed the evaluation
 - a. If the staff passed probation – Click on ‘YES’ in the ‘Should the employment status be continued as a permanent staff’ box.
 - b. If the PM wants to extend the staff probation period – Refer to [‘Probation extension steps’](#) section.
 - c. If the staff might not or doesn’t pass probation – refer to [‘Unsuccessful Probation Evaluation’](#) section.
 - i. Please discuss with PPC committee and/or Group Head for further action and [inform HR ASAP](#)
8. please check the name list in the approval matrix (highlighted in blue) if the name is not correct, please notify HR personnel ASAP.
9. Click on ‘Submit’ to complete your evaluation. The form will be sent to the staff for their acknowledgement.

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.		<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 : 0 Medical leave : 0		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:					
Proposed By: <div></div> (HR Department)	Evaluated By: <div></div> (Performance Manager)	Acknowledged By: <div></div> (Employee)	Recommended By: <div></div> (Group Head/Dept.Head)	Approved By: <div></div> (HOP / Head of SSVC)	
Proposed Date: February 18, 2020	Evaluated Date:	Acknowledged Date:	Recommended Date:	Approved Date:	
<div>Submit</div> <div>Cancel</div>					

10. The system will ask to confirm your submission, click on ‘OK’. The form will now be sent to the staff, they will be notified via email.

Saving Confirmation

Do you want to confirm save ?

OK

Cancel

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.		<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 : 0 Medical leave : 0		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:					
Proposed By: <div></div> (HR Department)	Evaluated By: <div></div> (Performance Manager)	Acknowledged By: <div></div> (Employee)	Recommended By: <div></div> (Group Head/Dept.Head)	Approved By: <div></div> (HOP / Head of SSVC)	
Proposed Date: February 18, 2020	Evaluated Date:	Acknowledged Date:	Recommended Date:	Approved Date:	

Probation Extension

1. In case the performance manager wants to extend the staff probation. Please inform the staff before evaluating in the system and discuss with the staff to develop an action plan for the staff area of improvement within the probation extension period and save it as MS Word, Excel or PDF format.
2. Once the PM access the staff's probation form, please select 'Not Pass' on the criteria that the staff need improvement and provide the reason in the 'Remark' box.

Date Employed: May 13, 2019	Probationary Period End: September 08, 2019	Performance Manager / PM's Cost Center:		
(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	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"/>	
Demonstrates curiosity and innovation Adapt to changing circumstances and respond to fluid environments. Propose and build solutions, keen to learn and drive through change. Add value by seeking out new insights and perspectives, developing new ideas and implementing practical solutions.	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	Staff haven't yet demonstrate enough curiosity and innovation.
Drives collaboration and inclusion Share knowledge and work across boundaries. Build positive working relationships internally and externally. Be culturally sensitive, globally minded and respect the views and opinions of others. Make a positive difference to colleagues and communities.	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	Staff haven't embrace positive working relationships. Haven't yet build positive difference to colleagues.
Strives for continual improvement Be dedicated to achieving success and adding value to clients. Set ambitious goals and challenge both self and others to improve, giving and seeking honest feedback along the way. Continually coach and develop others, and work well under pressure.	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	

3. At the end of the form, select 'OTHER' and provide the reason of probation extension in the remark box.

Each function				
Current Leave (Hours) : Annual leave : 0 Medical leave : 0		Should the employment status be continued as a permanent staff? <input type="radio"/> YES <input type="radio"/> NO <input checked="" type="radio"/> OTHER (i.e. Probation extension – please specify below)		
Other Remarks and Recommendations: Extending staff probation for 1 month to monitor the progress after discussion with the staff.				
Extend Period : <input type="radio"/> 1 Month <input type="radio"/> 2 Month		Action Plan : Browse Files		
Proposed By: <div style="background-color: #2196F3; width: 60px; height: 20px; margin: 5px auto;"></div> (HR Department)	Evaluated By: <div style="background-color: #2196F3; width: 60px; height: 20px; margin: 5px auto;"></div> (Performance Manager)	Acknowledged By: <div style="background-color: #2196F3; width: 60px; height: 20px; margin: 5px auto;"></div> (Employee)	Recommended By: <div style="background-color: #2196F3; width: 60px; height: 20px; margin: 5px auto;"></div> (Group Head/Dept.Head)	Approved By: <div style="background-color: #2196F3; width: 60px; height: 20px; margin: 5px auto;"></div> (HOP / Head of SSVC)
Proposed Date: February 18, 2020	Evaluated Date:	Acknowledged Date:	Recommended Date:	Approved Date:
Submit Cancel				

4. Select extension period for the staff (1 or 2 months). Once you have selected the extension period, please upload the action plan that you have discussed with the staff to track progress of the staff's improvement and then click submit. The form will be sent to the staff for acknowledgement then to group head and HoP.

each function				
Current Leave (Hours) : Annual leave : 0 Medical leave : 0		Should the employment status be continued as a permanent staff? <input type="radio"/> YES <input type="radio"/> NO <input checked="" type="radio"/> OTHER (i.e. Probation extension – please specify below)		
Other Remarks and Recommendations: Extending staff probation for 1 month to monitor the progress after discussion with the staff.				
Extend Period : <input checked="" type="radio"/> 1 Month <input type="radio"/> 2 Month		Action Plan : <input type="button" value="Browse Files"/> 1 : test-actionplan.docx		
Proposed By: <div style="background-color: blue; height: 15px; width: 100px;"></div> (HR Department)	Evaluated By: <div style="background-color: blue; height: 15px; width: 100px;"></div> (Performance Manager)	Acknowledged By: <div style="background-color: blue; height: 15px; width: 100px;"></div> (Employee)	Recommended By: <div style="background-color: blue; height: 15px; width: 100px;"></div> (Group Head/Dept.Head)	Approved By: <div style="background-color: blue; height: 15px; width: 100px;"></div> (HOP / Head of SSVC)
Proposed Date: February 18, 2020	Evaluated Date:	Acknowledged Date:	Recommended Date:	Approved Date:
<input type="button" value="Submit"/>		<input type="button" value="Cancel"/>		<input type="button" value="↑"/>

5. The extended probation form will be generated on two conditions.
 - a. 1-month probation extension – the extended form will be generated 15 days before the extended probation end date
 - b. 2-month probation extension – the extended form will be generated one month before the extended probation end date



Probation List

Probation Start From : 06 May 2019 Probation End : Status : All ▼

Probation Start Until : 20 May 2019 Staff Name/ID : Name :

Search

Show 50 entries

	Staff No.	Name	Probation Start	Probation End	PM	Group Head	HOP	Sent To	Status
			May 13, 2019	September 08, 2019				Staff	Other
		(Extend)	May 13, 2019	October 08, 2019				PM	Pending

Showing 1 to 2 of 2 entries

Previous **1** Next

6. Click on the extended probation form and re-evaluate the staff performance – **Name of the staff (Extend)**
 - a. **In case the staff pass the extended probation – the form will be sent to the staff for acknowledgement and then to group head and HoP**
 - i. the letter of successful probation period will be generated for the staff to download on the extended probation completion date.
 - b. **In case the staff doesn't pass the extended probation – Please inform HR representatives ASAP.**

Group Head Revised the Probation Result

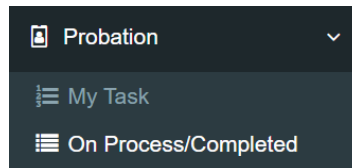
1. In some cases, after you have evaluated the staff probation result. The Group Head may revise the probation result or may ask the performance manager to re-evaluate or add comments to the staff's probation evaluation. You will be asked to reset the form and re-evaluate. Prior to resetting the form, you can save the previous probation form to PDF via print function for your reference.

Unsuccessful Probation Evaluation

- Please be noted that in the case that staff performance does not meet our expectations and might not pass probation,
 - The PM needs to discuss with PPC committee and/or Group Head and inform HR representatives for further action.
 - i. Please be noted that Labor Law is an important concern so late feedback (after timeline stated) will make an impact to the process.

On process/Completed Evaluation

1. In case you want to view the probation form of the staff that the evaluation step is currently with others, you can do so via the 'On process/Completed Evaluation' section.



2. Click on the view button to see the ongoing/ completed appraiser probation evaluation.

Probation List

Probation Start From : 01 June 2019 Probation End : Status : All

Probation Start Until : 30 June 2019 Staff Name/ID : Name :

Search

On Process/Completed

Show 50 entries

Staff No.	Name	Probation Start	Probation End	PM	Group Head	HOP	Sent To	Status
11111	Appraiser Name	June 01, 2019	September 27, 2019	PM Name	Group Head Name	HoP Name	staff	Pending

Showing 1 to 1 of 1 entries

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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.