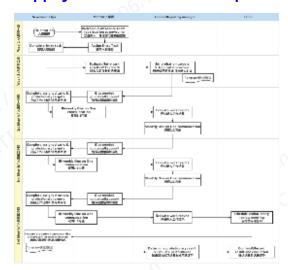
Probation Management / 试用期管理

Supply Chain Probation period management



- 1. Entry Task
 - a. About entry task introduction and evaluation, please click here for details.
- 2. Probation Target Setting / 试用期目标制定
 - a. Experienced Hired / 社招员工
 - i. For Member: 《试用期目标与计划_CNDC》/《Probation Target Format_ID Sea Lab 》
 - ii. For EE and above: 《试用期OKR/OKR in probation》, covering whole Supply Chain offices in CN&ID.
 - b. Campus Hired_CN / 中国校招员工: 《虾米培养辅导表》,为期6个月
- Probation Review Meeting / 试用期答辩

In the 3rd month of the probationary period, HRBP will send out an invitation for probation review meeting about 1 week in advance (notified by Google Calendar)

- Panel / 答辩评审小组:
 - Attendance required: Mentor、Leader、Reporting Manager
 - Optional: SEE、AM/M、Product Line Head
- Process / 答辩现场流程(总计45分钟):
 - Presentation (20 mins): 新员工陈述试用期间工作成果,约20分钟;
 - Q&A Session (15 mins): 评审小组向新员工提问交流,约15分钟;
 - Final Result Discussion (5 mins):评审小组合议(此时新员工需场外等候),就新员工的亮点及可提升部分进行讨论,根据答辩 情况对转正员工的聘用意见进行评定,约5分钟;
 - Review & Feedback (5 mins): 评审小组向新员工反馈答辩结果,指出亮点,提出改善建议,约5分钟。
- Presentation Format / 答辩模板: CN Version 、 EN Version
- For campus hired staff: Submit the probationary summary materials for review, and the business line can hold the review meeting as needed / 校招员工: HRBP触发总结材料准备提醒(试用期截止前15个自然日)-->校招生提交材料(试用期截止前7个自然日) -->Mentor评价新人试用期表现(试用期截止前5个自然日)-->Tech Leader、Reporting manager评审材料(试用期截止前3个自然日), 确认试用期转正结果(业务线可按需发起答辩会议),HRBP参与过程review。
 - Format / 校招生总结材料模板: CN Version

Overview

We have compiled the key actions you need to do during your probation period, click New Employee Onboarding Journey for details

