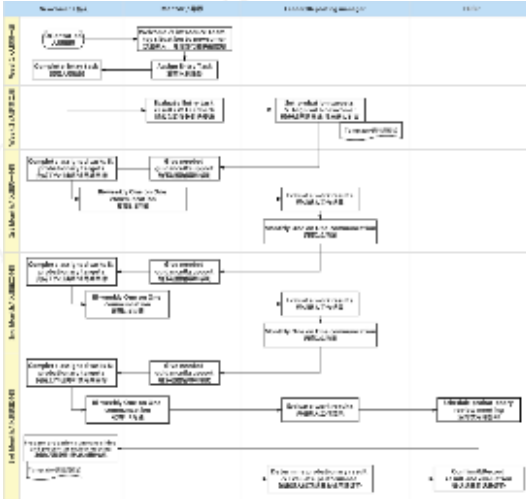


# Probation Management / 试用期管理

## 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 Hire / 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 Hire / 中国校招员工: 《虾米培养辅导表》, 为期6个月

### 3. Probation Review Meeting / 试用期答辩

- Time:

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 😊