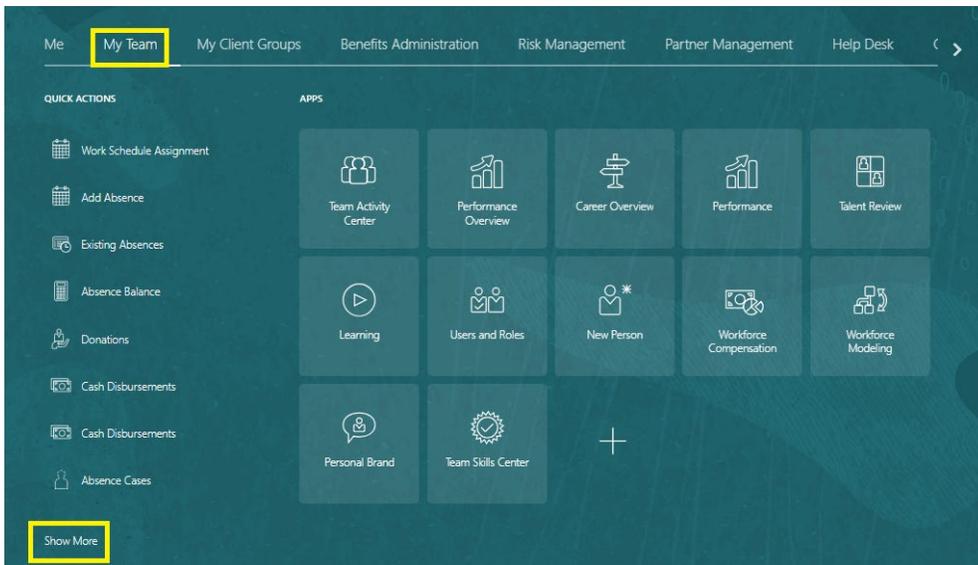


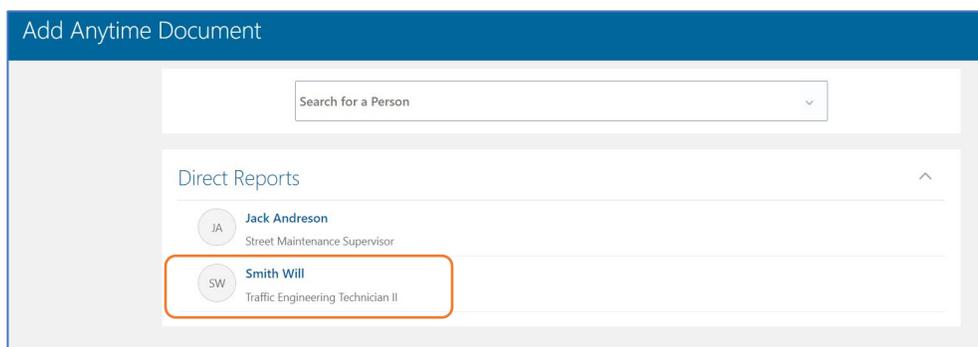
Probationary Review

New employees and those receiving a non-career ladder change should receive a probationary review after six months. It is up to the supervisor to keep up with the six month review date. Oracle will not automatically send you a reminder. To start the process, you must activate an **Anytime Document** for the employee needing a review.

1. Under **My Team**, click on “Show More” Then “Add Anytime Document.



2. Select the employee for the review.



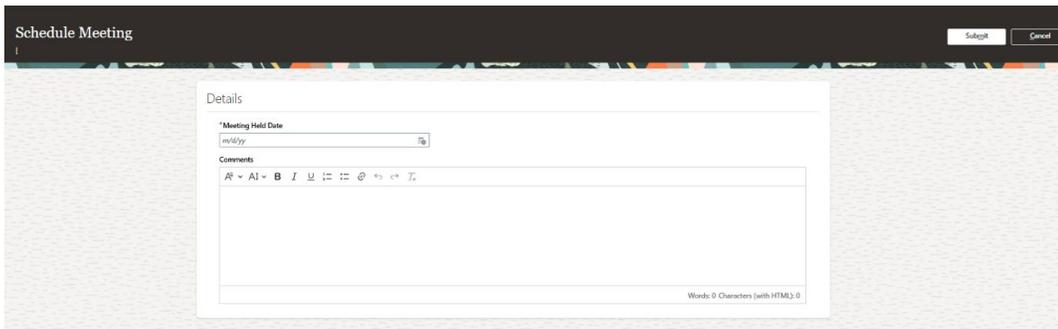
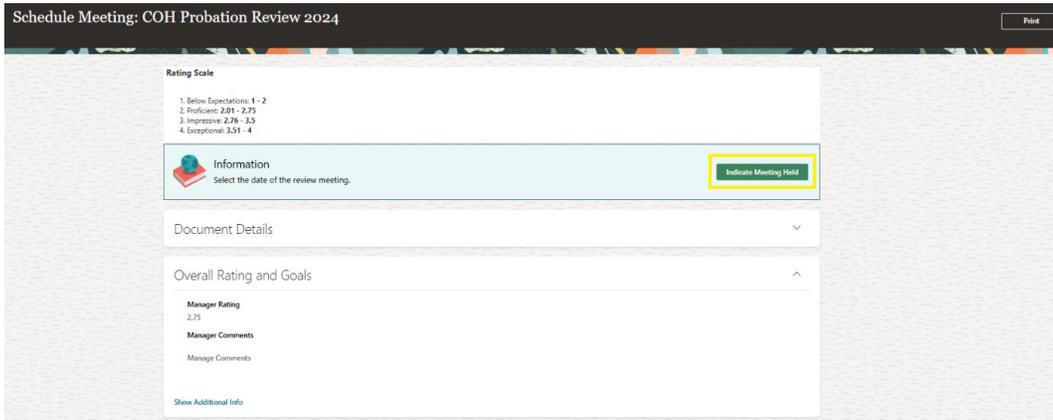
- Select the **Review Period (Review Period EXT PROB 2024)**, **Probation Document**, **To date** and **End date** of the review Period (time period of the review, usually six months).

- Click on “Save and Close.” You have now created a probationary review.

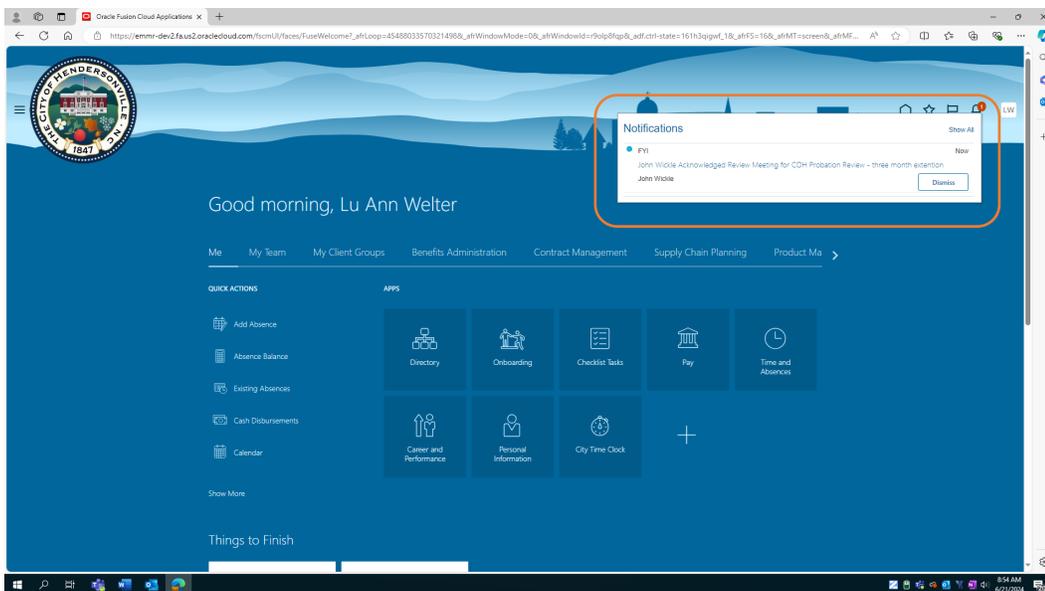
4. With the Anytime Document set up, navigate to **My Team**→**Performance**, click the box to the left that says **Anytime**. Chose specific employee to see the **COH Probation Review** Form. Click on the form to begin the review.

5. After all the Evaluation Topics are rated and comments made, complete the Overall Rating and Goals. All text may be altered until you click **Submit**.

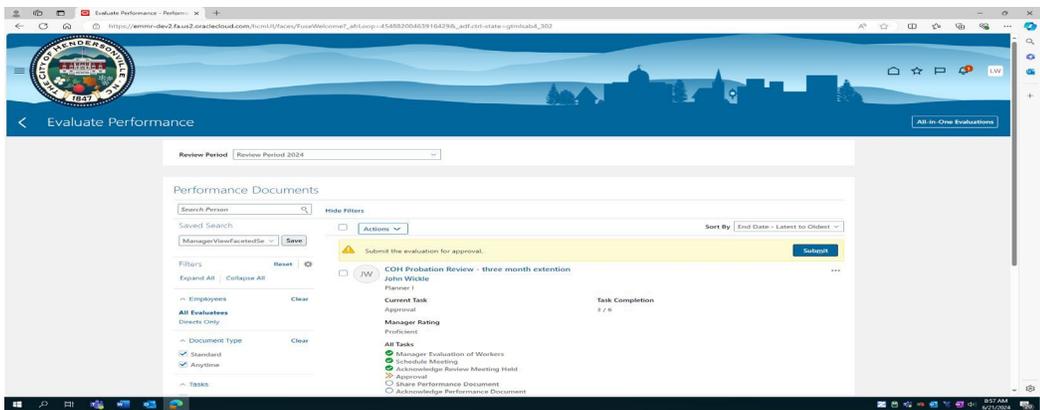
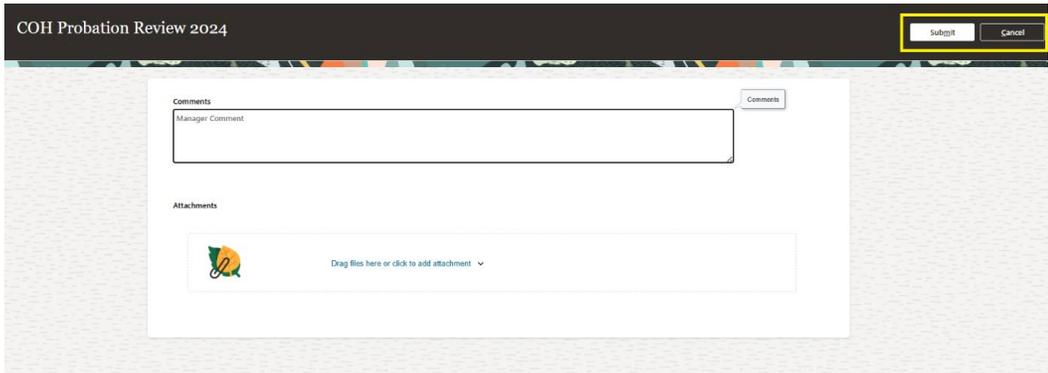
6. The manager schedules a meeting with the employee. (*Agreed, Indicate Meeting Held* is not a good title. You are actually scheduling a meeting.) A notification will be sent to the employee of the meeting.



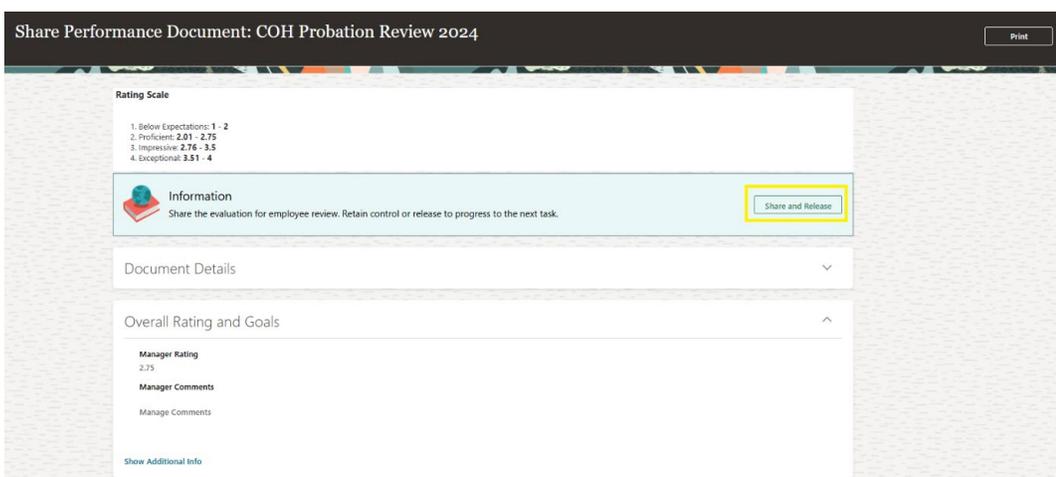
7. Once the employee acknowledges the meeting was held, you will get a notification.



8. You now Submit the review to move through the upper levels of management.
 - Click **“Submit”**



9. After reviews have been completed by upper management, you will receive a notification and you may **Share and Release** the document with the employee.



10. Once the employee **Acknowledges** the document, the review is complete. If the employee was hired at a rate of pay above the minimum salary for the positions grade, there is typically no pay increase.

In these cases, HR will only need to know when the review has been completed. Prior to extending a Probationary period, HR must be contacted to enter the extension date.

11. If the probationary employee is receiving an increase, the manager should go to the **Change Salary - Probationary Salary Increase** document to give the increase.