## **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.

Talent Ratings

Succession Organization Chart

Add Anytime	Document			
		Search for a Person	~	
	Direct Repor	S Ireson intenance Supervisor III jineering Technician II	^	

Team Skills Center

• 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).

Details			
*Review Period		*From Date	
Review Period 2024	~	1/1/24	60
*Performance Document Name		*To Date	
COH Probation Review 2024	~	12/31/24	66
Description		*Performance Document Manager	
		and a second	~

• Click on "Save and Close." You have now created a probationary review.

Anytime Docum	lent			Save and Close
	Details			
	"Review Period	*From Date		
	Review Period 2024 V	1/1/24	<b>6</b>	
	*Performance Document Name	*To Date		
	COH Probation Review 2024 V	12/31/24	60	
	Description	*Performance Document Manager		
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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.

COH Probation Review 2024		
Current Task Manager Evaluation of Workers	Task Completion	
All Tasks Manager Evaluation of Workers Schedule Meeting Acknowledge Review Meeting Held Approval Share Performance Document Acknowledge Performance Document		^

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*.

Manager Evaluation o	f Workers: COH Probation Review 2024		Print Sub <sub>200</sub> R
	Patian Crala		
	1. Below Expectations 1 - 2 2. Professor 2.01 - 2.7 3. Improved 2.01 - 3.5 4. Execution 1.51 - 4		
	8 Review and evaluate the contents of each section of the evaluation. Click submit when you're done.		
	Document Details	~	
	Overall Rating and Goals	🖌 Edit	
	Manager Rating Manager Comments		
	Evaluation Topics	^	
	Skills And Competencies D of a fravel D of & commented Manager Raining Manager Comments	Evaluate	

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.

Schedule Meeting: COH Probation Review 2024		Print
Rating Scale		
1. Below Expectations: 1 - 2		
2. Proficient: 2.01 - 2.75		
4. Exceptional: 3.51 - 4		
	Indicate Meeting Held	
Select the date of the review meeting.		- 친구의 친구가 가슴지 못 했는지 않았는 것
Document Details	~	
Overall Rating and Goals	^	
Manager Rating		
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Manager Comments		
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7. Once the employee acknowledges the meeting was held, you will get a notification.

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

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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.

rformance Document: COH Probation Review 2024		
Rating Scale		
1. Belon Espectation: 1 - 2 2. Preficient: 201 - 275 3. Impresive: 276 - 35 4. Exceptional: 251 - 4		ALL ALL
Information Share the evaluation for employee review. Retain control or release to progress to the next task.	Share and Release	
Document Details	~	
Overall Rating and Goals	^	
Manager Rating 2.75 Manager Comments		
Nearage Comments		

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.