



NDE Probationary Review Process and Guidance

Probationary reviews are to be completed prior to the end of 90 days, 6 months and 12 months for all new employees on original probation, depending on the employee's position. In preparation for probationary reviews managers should meet with their new employees within a few weeks of beginning employment to review job duties, go over expectations, and set up goals for the probationary period.

The review task consists of competencies and goals. An employee that is in a non-management position will be evaluated on 8 competencies and an employee with a management position will be evaluated on 12 competencies. To review the competencies and their definitions [click here \(or see attached\)](#).

Goals

Once the goals have been identified they can be entered into the Employee Development Center (EDC) by the employee or the manager. If the employee enters them the manager must approve them. If the manager enters them there are no further approvals necessary.

During probation, goals should be related to training and getting up to speed on necessary functions of the job. It is likely employees will have several depending on the training necessary to learn the new position. The goals will then change once the employee is off of probation to be more reflective of ongoing goals for the employee and the team.

Goals should have a start date which reflects when the employee will begin working on the goal and the end date should reflect when the goal should be completed. It may not take the entire 6 months or 12 months to complete or certain training items may need to be done within two weeks.

Goal progress can be updated in the EDC by employees and the managers can then review it prior to rating the goals. It is possible that during probation the rating selected is NA because the employee hasn't had time to meet the goal yet or it isn't expected to be completed yet. A rating of NA doesn't have a negative effect on the overall rating score of the review.

Probationary Extensions

Employees with original probationary periods of six (6) months may be extended by up to six (6) months not to exceed a total of twelve (12) months upon written notification to the affected employee, which includes reasons for such extension. Employees with original probationary periods of twelve (12) months may be extended by up to six (6) months not to exceed a total of eighteen (18) months upon written notification to the affected employee, which includes reasons for such extension.

Managers-Please contact HR if a probationary extension is needed. If the need for the extension is due to performance issues then you must complete a performance improvement plan which will be approved by HR.

End of Probation

If the appropriate Team Leader determines that the services of an employee have been acceptable, the appointment will become permanent. Permanent appointment of an employee shall begin on the day following the day ending the probationary period, unless notice of extension has been given prior to such time. In the event of an extension of the probationary period, permanent appointment begins on the day following the day ending the extension of the probationary period.



THE PERFORMANCE REVIEW TASK
Workflow

To begin the review task the manager must launch the probationary review task to the employee. *NDE Probationary Review for Employees* or *NDE Probationary Review for Managers* are the task titles and once the employee name is selected only the appropriate review should be available to launch. (Please note the previous versions will still be there but please do not use them). The Employee will receive an email to complete Step 1. The probationary review does have workflow assigned to each step as indicated below. However, only Step 1 will move forward automatically all other steps must be completed in order for the review to keep moving forward.



Step 1 Employee Feedback: 3 Calendar Days-Automatically moves forward after 3 Days if not submitted.

- **Employee**-Responds to the 5 employee review questions within 3 Calendar Days.
- **EMPLOYEE REVIEW QUESTIONS ARE:**
 - Employee Feedback step will consist of six questions. The first three questions will be competency related:
 - **Question 1:** One of my top two competencies is: <An Employee would select one of the eight competencies: A Manager will select one of twelve> I believe this is one of my top competencies because: <Employee would enter their response in comment box>
 - **Question 2:** The other one of my top two competencies is: <Employee would select one from the eight competencies: A Manager will select one of twelve> I believe this is one of my top competencies because: <Employee would enter their response in comment box>
 - **Question 3:** One of the competencies which I could improve on is: <Employee would select one of the eight competencies: A Manager will select one of twelve> I believe development in this area is important because: <Employee would enter their response in comment box>
 - The remaining two questions would open ended:
 - **Question 4:** The thing I am most proud of: <Employee would enter their response in comment box>
 - **Question 5:** Do I have the tools to do my job <Employee would enter their response in comment box>



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- **NOTE:** It would be acceptable for a new employee not to have responses to these questions at the 90 day or Six month mark as not enough time has passed. It is acceptable to select NA or make no comments and just submit. After 3 Days the review will automatically move to the Manager Review Step.

Step 2 Manager Review: 10 Calendar Days-Will not move forward unless the Manager submits.

- **Manager**-Completes their ratings on Competencies and Goals and submits it to the Indirect Manager for review and electronic signature.
- **NOTE:** It may be acceptable to select a rating of NA if there has not been enough time to evaluate the progress on a goal or even a competency. A rating of NA does not adversely affect the employee's rating.

Step 3 Indirect Manager Sign-off: 7 Calendar Days-Will not move forward unless the Indirect Manager Submits.

- **Indirect Manager**-Reviews and electronically signs the online Performance Review and submits to Manager to conduct the performance review conference and final sign-off.

Step 4 Manager Presentation and Sign-Off: 5 Calendar Days-Will not move forward until the meeting date has been documented and the Manager has signed. Do not PRE DATE and submit.

- **Manager and Employee**-Meet to discuss the review and the final ratings. The manager may want to present a printed copy to the employee at this time for review and discussion.
- The manager will then document the date of the meeting and make any summative comments and electronically sign-off on the review. It is important that this is done in a timely manner as employees have 7 calendar days from the meeting to make a rebuttal statement if they wish. That is why Managers should not pre-date the review sign and then submit because it will offset the timing of the rebuttal period.

Step 5 Employee Sign-off: 7 Calendar Days-Review will not be considered COMPLETE unless the Employee electronically signs.

- **Employee**-Electronically signs the Performance Review and has the opportunity to make comments or a rebuttal to the review within 7 calendar days from the performance review meeting.
- **Rebuttals will not be accepted after the 7 calendar days have passed. Contact HR if the review needs to be reopened in order do a final sign-off.**

Process Complete-The completed review will be housed in the Employee Development Center and can be printed by the employee, the manager, the indirect manager or HR at any time.

After probation is complete annual reviews will be conducted each year from January through May and will cover the prior calendar year.