You will need to launch the probationary review at least 45 days but no later than 32 days prior to the due date. Probationary reviews have a 32 calendar day work flow so you need to allow for this timeframe. It is important that probationary reviews get done on time and prior to the due date.

**How to Launch a Probationary Review**

1. Log in to the Employee Development Center

2. Click on *Performance* from the navigation bar and then select *Performance Review Summary* from the list.

3. Click on the *Launch Review* button.

4. Who is this review for? Select *Someone else* and then click on the little blue arrow to bring up the list of employees.

5. Type the name of the employee in the search fields and click *Search*. Then click on the employee name in *red*.

6. Click on the blue arrow which will bring up a pop up box to select the appropriate review form.
7. Select the NDE Probationary Review for Employees or Managers by clicking on the red words.

8. Fill in the blank next to Probationary Off-Cycle Review to state 90 Day Original Probationary Review, Six Month Original Probationary Review or Twelve Month Original Probationary Review.

9. What is the review period? This should be reflective of the employee’s NDE hire date and due date of each review.

Example
90 Day Review: Hire Date (From) 6/24/2013 to 90 days (To) 09/24/2013
Six Month Review: Hire Date (From) 6/24/2013 to Six Months (To) 12/24/2013
Twelve Month Review: Hire Date (From) 6/24/2013 to Twelve Month (To) 06/24/2014

10. Then click launch.

NOTES:
This will launch the review to the employee for their input. The review will not show up on your task list until either the employee submits it or the 3 calendar days the employee has to complete the Employee Feedback has lapsed. An email should be generated to the employee to let them know to begin. Don’t launch a probationary review on Friday unless you are sure the employee can get to it right away.