

July 1, 2016

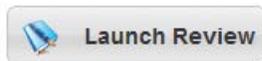
You will need to launch the probationary review at least 45 days but no later than 32 days prior to the due date. Probationary reviews have a 32 calendar day work flow so you need to allow for this timeframe. It is important that probationary reviews get done on time and prior to the due date.

## 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.

A screenshot of a form titled 'Performance Review'. It has two sections. The first section is 'Who is this review for?' with radio buttons for 'Me' and 'Someone else'. 'Someone else' is selected and highlighted with a red box. To the right is a search field labeled 'User' with a blue arrow icon. The second section is 'Which review form would you like to use?' with a dropdown menu labeled 'Select Review Form' and a blue arrow icon.

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

A screenshot of a search interface. It has four input fields: 'Last Name:' (spellman), 'First Name:' (amy), 'ID:', and 'Manager's Last Name:'. A 'Search' button is to the right. Below the fields, it says '(1 Results)'. A table shows the results:

Name	User ID	Manager
<b>SPELLMAN, AMY</b>	4738413	SCHERLING, JOEL

6. Click on the blue arrow which will bring up a pop up box to select the appropriate review form.

A screenshot of the 'Which review form would you like to use?' dropdown menu. The dropdown is labeled 'Select Review Form' and has a blue arrow icon on the right. A red arrow points to the blue arrow icon.

## NDE Probationary Review Launching Process

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7. Select the **NDE Probationary Review for Employees or Managers** by clicking on the red words.

**NDE Probationary Review for Employees** Launched and assigned by Manager users for conducting probationary reviews for employees including: new hire probationary reviews, transfers, promotions, and all other special off-cycle reviews.

**NDE Probationary Review for Managers** Launched and assigned by Manager users for conducting probationary reviews including: new hire probationary reviews, transfers, promotions, and all other special off-cycle reviews.

Cancel

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.**

Probationary Off-Cycle Review: 90 Day Original Probationary Review

Expiration Date: 30 days

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

What is the review period? From: 06/24/2013 To: 09/24/2013

10. Then click **launch**.

Cancel 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.