

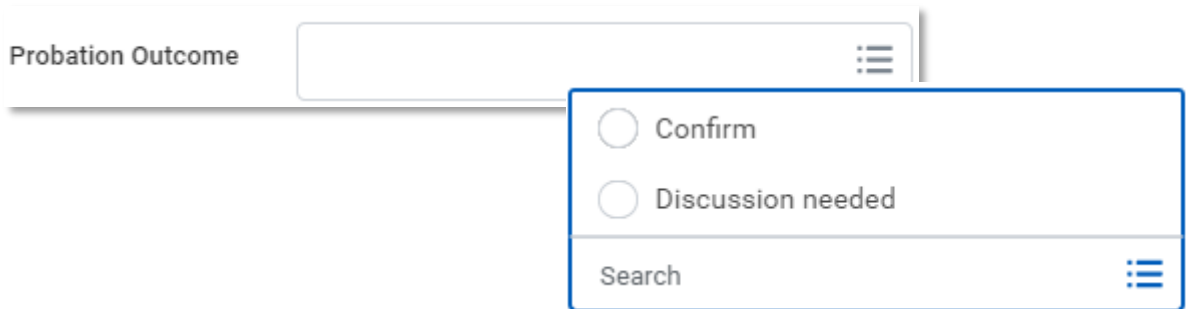
Supervisors will receive a *Review Probation* period action in their Workday inbox 56 days prior to the end of the probation period. The review is to be used to take action confirming the probation or to discuss the probation process further with your local People and Culture team.

- 1 Navigate to your inbox.



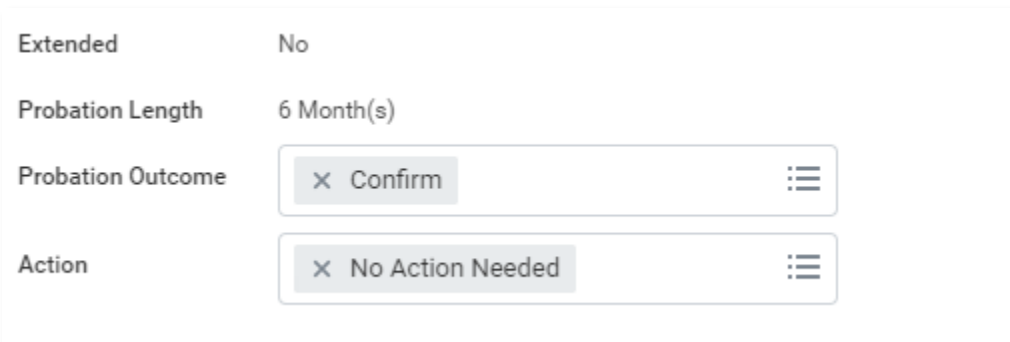
- 2 Click on the *Review Probation Period* task on the left of your inbox.

- 3 In the *Submit Probation Period Review* under *Probation Outcome* select either *Confirm* or *Discussion needed*.



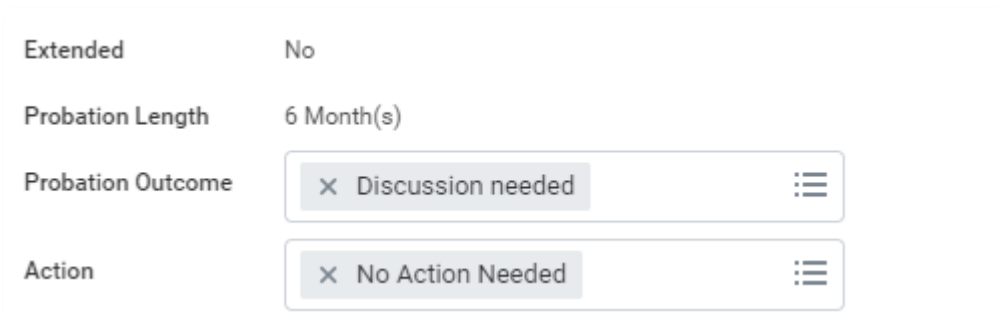
The screenshot shows a form field labeled "Probation Outcome" with a dropdown menu open. The dropdown menu contains two radio button options: "Confirm" and "Discussion needed". Below these options is a search bar with the text "Search" and a search icon.

- 3.1 *Confirm* is to be selected to confirm the probation period. As shown below, select *Action > No Action Needed*.



The screenshot shows a form with the following fields: "Extended" (No), "Probation Length" (6 Month(s)), "Probation Outcome" (Confirm), and "Action" (No Action Needed). The "Confirm" option is selected in the "Probation Outcome" dropdown, and "No Action Needed" is selected in the "Action" dropdown.

Discussion needed is to be selected in the instance when a discussion is required with People and Culture. Please add in your comments the relevant information for your concerns. People and Culture will receive a task to contact you for a discussion in relation to the concerns raised in your comments.




The screenshot shows a form with the following fields: "Extended" (No), "Probation Length" (6 Month(s)), "Probation Outcome" (Discussion needed), and "Action" (No Action Needed). The "Discussion needed" option is selected in the "Probation Outcome" dropdown, and "No Action Needed" is selected in the "Action" dropdown.

4 Once probation is confirmed, Select *Submit*.



The *Success! Event submitted* screen will appear. The employee will receive a notification to advise the confirmation.

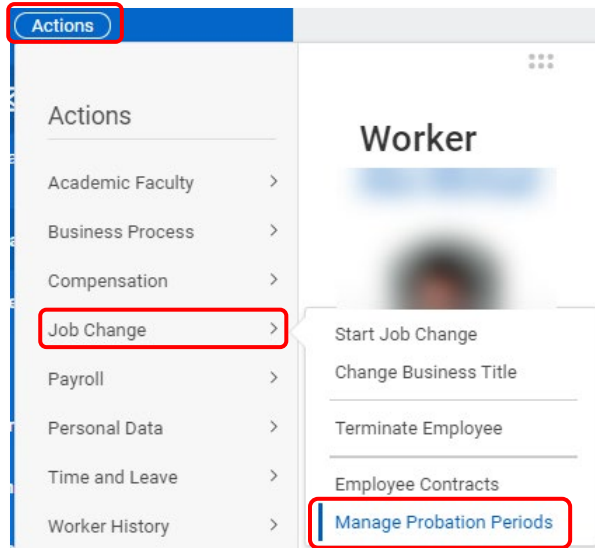
Success! Event submitted
Review Probation Period: [redacted] **on 16/06/2020** Actions
1 day(s) ago - Effective 16/06/2020


Process Successfully Completed

> **Details and Process**

Managing Probation Periods

As a supervisor, you are able to view confirmed probation under the employee's profile. Select *Actions*, *Job Change*, *Manage Probation Periods*



The screenshot shows the 'Employee Probation Periods' page. The table below shows one item with a 'Start Review' button.

	Start Date	End Date	Length	Status	Extended	History	Review		Position at Probation Period Start	
							Outcome	History		
1 Item	23/02/2020	22/08/2020	6 Month(s)	Active	No	1	Confirm	1		Start Review