

Supervisor Quick Guide to the Probationary Period Policy & Process



Purpose

- To provide feedback, coaching, and clarity on expectations.
- To document that probationary review conversations occurred.
- **Not** to determine employment status or “pass/fail” outcomes.

First 30-60 days

- The supervisor continues job training and provides on-going clarification of expectations and feedback.
- At 30 days and 60 days, the supervisor and employee meet to discuss performance, expectations, and progress.
 - The supervisor retains documentation of these discussions internally AND provides a copy to the employee (Please see 30 & 60 Day Check-In Template).
 - Automated email reminders will be sent to supervisors at the 30- and 60-day marks.

Before the final 90-day meeting

- Review the employee’s job description and progress thus far.
- Prepare 2–3 specific strengths and 1–2 development areas, as needed.
- Focus on behaviors and expectations.

During the Meeting

- Discuss each performance area honestly and respectfully.
- Use the workflow as a discussion aid, not a scorecard.

- Share expectations and goals moving forward, preparing for the annual performance development and goal setting period.
- Invite questions and clarification.

Final Probationary Period Workflow

- Automated email reminder will be sent to supervisors at the 90-day mark, including a link to the final and formal probationary period workflow.
- Submit the 90-day workflow promptly.
- Check the acknowledgement box confirming the discussion.

Important Notes

- **Employment decisions (extensions, separations, changes in status) are handled outside this workflow form through HR. You must contact HR prior to the completion of the 90 days probationary period workflow to discuss these options, if needed.**
- Do not promise continued employment, raises, or status changes.
- Use this process consistently for all employees.