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To provide the newly joined personnel clear guidelines on terms and conditions of probation and how and when confirmation happens

PURPOSE

- a. To establish an appropriate match between the employee, the job, and the work environment.
- b. Employee confirmation follows a successful probation.

SCOPE

All employees of the company; Refer to the Appointment Letter for probation clause if applicable.

REFERENCE

HR-Human Resources

RESPONSIBILITY

Reporting Manager-Recommendation / Approval

HR- Initiate the Process.

Rules & Guidelines

- a. All newly appointed employees will be on probation for 6 months from the date of their appointment, depending upon the extent of relevant experience of the incumbent.
- b. During this period, performance will be reviewed and on completion of 6 months there would be an evaluation with a formal feedback session.
- c. On satisfactory performance, services will be confirmed in writing.
- d. In the event of unsatisfactory performance, behaviour or attitude; employee will be counselled to improve performance and the probation period will be extended for a maximum period of another 2 months.
- e. If there is no improvement at the end of the extended probation period, suitable action will be taken including terminations of the services.

Procedure & Implementation:

- a. Employee performance will be assessed after completion of 6 months in the organisation based on role / responsibilities defined at the time of appointment.
- b. HR would send the **Confirmation Assessment** form for evaluation to the Reporting Manager once employee complete 5th month in the system within 7

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working days and feedback and Reporting Manager recommendation shall be submitted in HR on or before 2 day of subsequent month.

- c. Based on the Reporting Manager's feedback in writing, HR would progress on the Confirmation process within two working days and file a copy of the same in employee record.
- d. In the event where the Confirmation is put on hold or the probation is extended, the Reporting Manager and HR would hand over a letter extending the probation period to the employee in person with appropriate feedback. (Extension period already defined above)
- e. On confirmation there may generally not be any change in annual cost to the company and other benefits, depending upon the terms of appointment as enumerated in the appointment letter.

Effective Date:

This policy will be effective from 1st April 2015.

Violation:

The company expects total compliance of this policy. Violation, if any, will be viewed seriously and may invite appropriate action.

Policy Owner:

HR would be responsible for maintaining and carrying out subsequent modifications.

Revision of Policy:

Management reserves the right to revise this policy at any time and in any manner without notice. Any change or revision will be available with the Management and will be communicated appropriately.

FORMATS / EXHIBITS

1. Application form for Confirmation Assessment

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CONFIRMATION ASSESEMENT – APPENDIX II

The Reporting Authority of the probationary employee is normally also the evaluator. Evaluators should refer to the employee's job description when completing this form; the evaluation should focus on the employee's ability to perform the job duties listed in the job description. Employees should be evaluated after 6 months. Indicate the evaluation of the employee's job performance in the appropriate column.

Use the following scale: 1 = Unacceptable; 2 = Needs Improvement; 3= Satisfactory; 4= Good; 5= Excellent.

	SELF RATING	MANAGER R RATING	FINAL RATING AFTER DISCUSSION WITH REPORTING MANAGER
QUANTITY OF WORK: The extent to which the employee accomplishes assigned work of a specified quality within a specified time period			
QUALITY OF WORK: The extent to which the employee's work is well executed, thorough, effective, accurate			
KNOWLEDGE OF JOB: The extent to which the employee knows and demonstrates how and why to do all phases of assigned work, given the employee's length of time in his/her current position			
RELATIONS WITH SUPERVISOR: The manner in which the employee responds to supervisory directions and comments. The extent to which the employee seeks counsel from supervisor on ways to improve performance and follows same			
COOPERATION WITH OTHERS: The extent to which the employee gets along with other individuals. Consider the employee's tact, courtesy, and effectiveness in dealing with peers, subordinates and customers			
ATTENDANCE AND RELIABILITY: The extent to which employee arrives on time and demonstrates consistent attendance; the extent to which the employee contacts supervisor on a timely basis when employee will be late or absent			

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	SELF RATING	MANAGER RATING	FINAL RATING AFTER DISCUSSION WITH REPORTING MANAGER
INITIATIVE AND CREATIVITY: The extent to which the employee is self- directed, resourceful and creative in meeting job objectives; consider how well the employee follows through on assignments and modifies or develops new ideas, methods, or procedures to effectively meet changing circumstances			
CAPACITY TO DEVELOP: The extent to which the employee demonstrates the ability and willingness to accept new/more complex duties/responsibilities			

Computation:

Consider: Total of final Score / 8 = Final Score

Describe employee's overall performance / conduct.

Recommended measures

I recommend this probationary employee become permanent and continuous.

I recommend this probationary employee's probationary period be extended by a further ____ weeks / months.

Training Needs (Mentioned Timeline too)

(Evaluator Signature and Date)

(Employee Signature and Date)

Name: _____

Name: _____

Comments to Evaluator and Employee. Evaluators should discuss the evaluation results with the employee. Both the evaluator and the employee should sign the evaluation form.

Note: A copy of this form will be kept in the Employee's Personal File.