

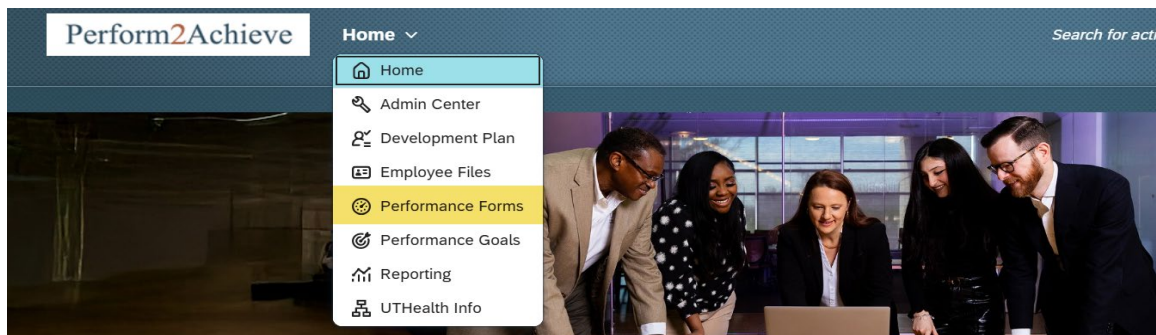
P2A Probationary Review Guide for Managers

This guide walks you through launching, completing, and finalizing a probationary review for employees in the P2A system. For further assistance, please reach out to your [HR Consultant](#).

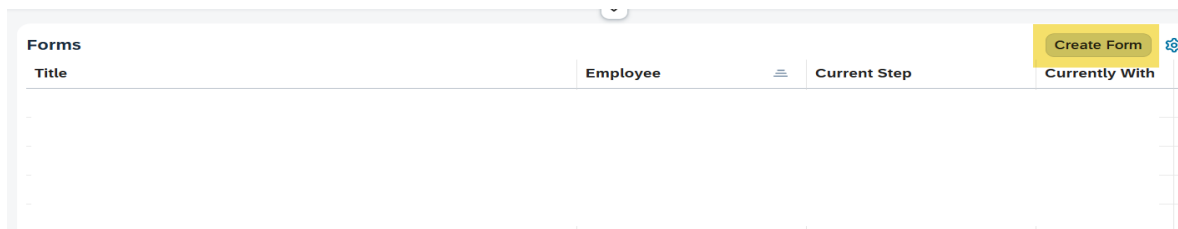
1. Launching the Probationary Review Form

Steps:

- Log in to the [P2A Home page](#) and click **Performance Forms** in the Home drop-down at the top left corner.



- In the Forms section, click **Create Form**.



- Fill out the required fields:
 - Select **Probationary Review Template 2.0** from the Template dropdown.
 - Enter the employee's name.
 - Set the Start Date, End Date, and Due Date.

The screenshot shows the 'Create Form' interface with the following fields and annotations:

- Template:** A dropdown menu with a downward arrow.
- Employee:** A text input field.
- Start Date:** A date input field with a calendar icon. An annotation box points to it: "Enter the start date of the probation review period (first day of the 2, 4, or 6 month period)".
- End Date:** A date input field with a calendar icon. An annotation box points to it: "Enter the end day of the probation review period (last day of the 2, 4, or 6 month period)".
- Due Date:** A date input field with a calendar icon. An annotation box points to it: "Same as the end date".
- Buttons:** 'Create' (blue) and 'Cancel' (light blue) buttons at the bottom right.

- Click **Create** to launch the form.

2. Completing the Probationary Review Form

Steps:

- In the **Probationary Review Evaluation Period** field, select the evaluation period for the review (2 months, 4 months, Final).
- Rate the employee on each performance standard:
 - Quality of Work
 - Job Knowledge
 - Dependability
 - Integrity/Ethics
 - Teamwork/Collaboration
 - Attendance and Punctuality
 - Work Environment, Safety & Compliance
- For ratings other than “Fully Meets Expectations,” you must add comments. Use the Writing Assistant for comment suggestions if needed.

Delivers a high quality of work that is timely, accurate and thorough.

* Rating   Exceeds Expectations

Manager's Comments Writing Assistant

B *i* U |       |   |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  | |