

PROBATIONARY PERIOD EVALUATION PROCESS OUTLINE

Performance Management @Tech



This is an outline of the general process; the specific process at Georgia Tech may include additional steps or variations. For an accurate representation of the probationary period process map, kindly refer to Georgia Tech's official policies and procedures, or consult with the HR department.



STEP 1

PROBATIONARY PERIOD OVERVIEW

- HR or the manager provides the new employee with an overview of the probationary period. (i.e., 180 days, performance check ins, etc.)
- Employee's manager provides an overview of the Performance Management @Tech system.

EXPECTATIONS OVERVIEW

- The performance expectations and evaluation criteria are discussed.
- Clear and measurable goals and objectives are set for the employee based on the job requirements.
- Goals are entered into PM @Tech system, and employee acknowledges these goals, indicating an understanding of the probationary period and the goals they have set with their manager.

STEP 2



STEP 3

REGULAR CHECK-INS

- Periodic check-in meetings (30, 60, 90 days) are scheduled between the employee and their manager.
- These meetings provide an open opportunity for both parties to discuss progress, opportunities, and feedback.
- The manager provides guidance and support as needed.

PERFORMANCE ASSESSMENT

- Towards the end of the probationary period, the manager will evaluate the employee's performance against the established criteria.
- The assessment may involve the employee's manager's evaluation as well as feedback from colleagues or key stakeholders.
- Employee's manager will schedule a probationary performance review meeting with the employee.

STEP 4



STEP 5

PROBATIONARY PERFORMANCE REVIEW MEETING

- The meeting should be structured as a two-way means of communication.
- The manager reviews the assessment results and provides constructive feedback.
- Strengths, areas for improvement, and development opportunities are identified.

OUTCOME DETERMINATION

- If the employee successfully meets the expectations, their probationary period may be successfully completed, and their employment will continue.
- If performance falls below expectations at any time during the probationary period, further action may be taken, such as creating an action plan for the employee or terminating employment.

STEP 6



STEP 7

FOLLOW UP ACTIONS

- The employee's performance goals for the next period are established (if needed)
- Additional training or development opportunities may be identified for continued growth and sustained performance.