

Launch a Probationary Review

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DESCRIPTION

This document walks through launching a probationary review in the Learning and Performance system.

Probationary reviews can be launched at any time from the Performance Review Summary screen. After the review has been launched an email notification will be sent to the employee, and then the manager and indirect manager will receive email notifications when a review step gets assigned to them.

A manager or HR team member can launch an off-cycle review for an employee at any time. Probationary reviews expire 32 days after being launched.

- **NOTE: The HR Launched versions of reviews first go to the person launching the review to select the employee who will complete the review. Non-HR versions of the review will automatically set the reviewer to the employee's manager.**

Initial Step (HR Only) Reviewer Selection	Step 1 Employee Self-Review	Step 2 Manager Review	Step 3 Indirect Manager Sign-off	Step 4 Manager Presentation And Sign-Off	Step 5 Employee Sign-off
1 day to complete	5 days to complete	10 days to complete	7 days to complete	7 days to complete	3 days to complete

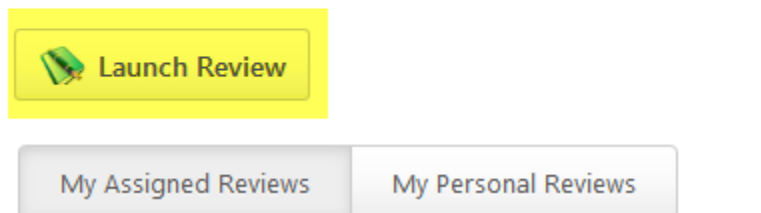
LAUNCHING A PROBATIONARY REVIEW

1. After logging in, click the purple Performance Review button, or choose the **Performance Review Summary** option under the **Performance** menu.



2. Click the **Launch Review** button found towards the top-left of the page to set up a new review.

My Performance Review Summary



3. Choose the employee you wish to review by selecting the **Someone else** radio button and clicking the white **User** box, then select a Review Form by clicking the white **Select Review Form** box.

Who is this review for?

Me

Someone else

Hamilton, Alexander

Which review form would you like to use?

Select Review Form

Review form options include the below:

- Employee/Manager Probationary Review
 - This form is used for most probationary reviews; if they are a manager of others only the manager option will show up, otherwise only the employee version will show up.
- Employee/Manager Probationary Review – HR Launched
 - This form allows the person launching the review to choose someone other than the supervisor to complete the evaluation steps. If the reviewer will be the employee's supervisor, the regular form detailed above should be used.

NOTE: The Manager Probationary Review form will only appear if the employee being reviewed is a manager of other users in the system – if they have no direct reports the Employee Probationary Review forms will be used.

4. After selecting the review form more options will appear; enter a title and period for the review.

Who is this review for? Me Someone else

Which review form would you like to use?

Review Title:

Expiration Date: 32 days

What is the review period? From: To:

- The Review Title is used to give the review a title (such as End of Probation).
 - The review period determines what date range is the employee is being reviewed on.
5. Once filled out, click the **Launch** button to start the probationary review.
- **NOTE: Unless the HR Launched version of the form was used, the first step is the employee's self-review – the employee's manager will not see the review immediately after launching. If the HR Launched version of the review is used, the person launching the review should go back to their performance review summary page to complete the Reviewer Selection Step, detailed below.**

REVIEWER SELECTION STEP

The HR Launched versions of the probationary review require the review creator to select who will be completing the review. Follow the steps below to complete the step:

1. Select **Performance Review Summary** under the **Performance** menu.
2. This page lists all currently assigned performance review steps – click the review title to open the Reviewer Selection step.
3. The review will open to the **Overview** – the only section to complete is the **Reviewer Selection**. Click the **Reviewer Selection** in the Sections box to the left to jump straight there:




4. The employee's manager is the selected reviewer as default; to choose a new reviewer, click the **Change** link:

Select Manager

Skip this reviewer step

Change



Martha Washington
Job Title
Manager: Washington George

5. In the pop-up box search for the employee that will be conducting the review by typing their name and pressing Enter, then clicking their name:

Select a user

Please search for people by entering keywords using any of the following

Full Name	Title
 Thomas Jefferson	Job Title

6. After selecting the reviewer, click the **Submit** button to launch the evaluation – the review will go to the employee being reviewed for the self-review, then move on to the selected reviewer.

LINK HELP DESK CONTACT

If you have questions regarding the performance review process or need your logon info, please contact the LINK help desk. The LINK Help Desk provides assistance for the following programs:

- The Employee Work Center
- The Employee Development Center

Email: as.linkhelp@nebraska.gov

Phone: 402.471.6234