

Probation Review Process

User Guide

ESAG PEOPLE
EXPERIENCE

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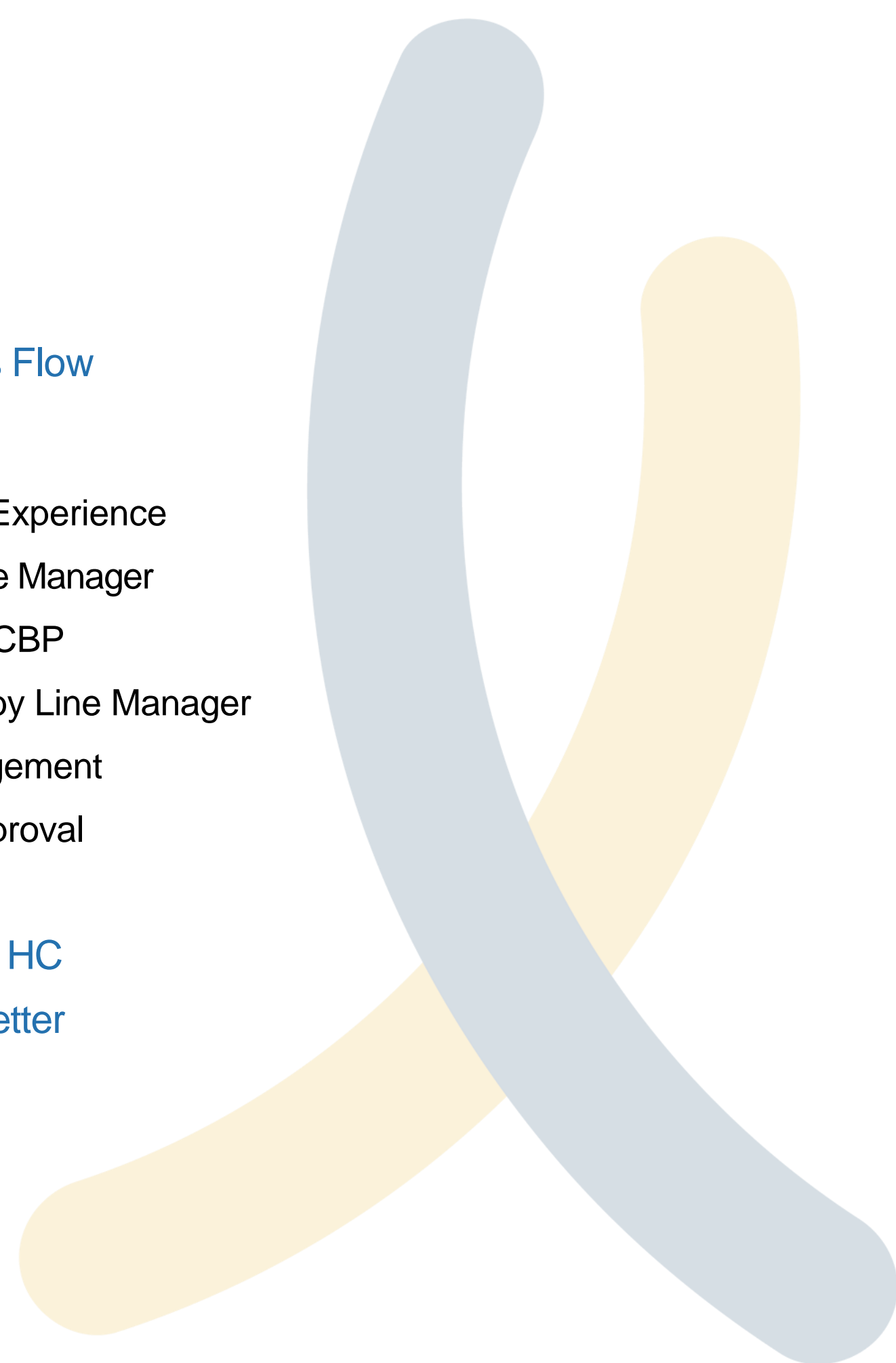
1. Probation Review Process Flow

2. Probation form review

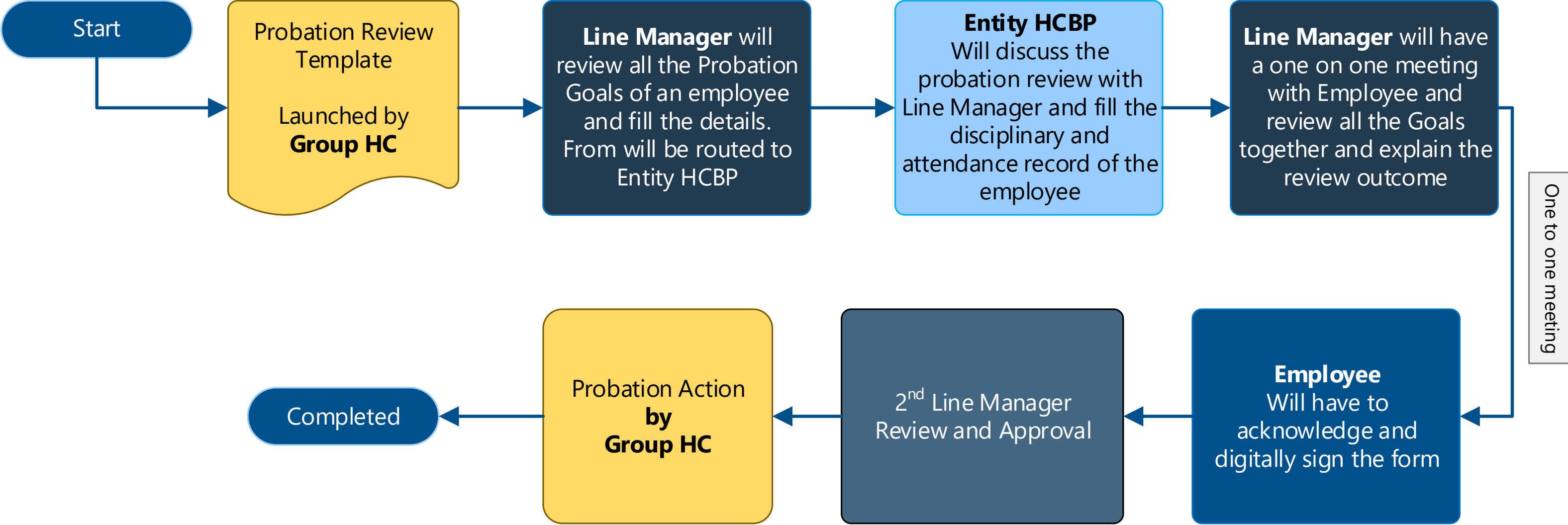
- i. Login to ESAG People Experience
- ii. Probation review by Line Manager
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Probation Review Process Flow



Login To People Experience

- 01 Click on People Experience Home Page, you will be automatically logged in if accessing within the office network however if you are using outside the office network or using another device that is not your laptop, you will have to log in via Windows login credentials as below.
- User Name: algurg\E1.....
 - Password: same as your system password

- 02 Home Page shows many tiles; each tile displays different types of information. Click on the **Review Performance** tile.

You will find Review Performance Tile appear under the To-Do Section when a **Probation review form** is launched for your team member. You can click on the Review Performance tile under the To-Do section to view the assigned tasks and take the required action.



Global Navigation Menu

You can also access Performance Inbox from the **Home** drop-down (Global Navigation Menu).



Performance Inbox (Line Manager)

- 01 You will receive an email notification when the system launches a Probation form and is ready for your action.
- 02 The following are the process steps of completing the Probation Review Process Form.
 - On the ESAG People Experience, Select Performance from the Home drop-down.
 - From the Inbox, select the Probation review form for X Employee.

My Forms

All Forms

In Progress

Inbox

En Route

Completed

Items per page
« < Page of 1 > »»
Showing 1–2 of 2
 All My Direct Reports

Create New Form

> Search

∨ Display Options

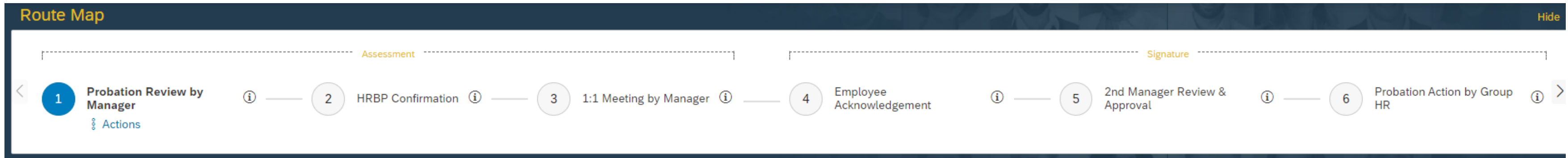
Form Title
 Employee
 Step
 Date Assigned
 Step Due Date
 Form Start Date
 Form End Date
 Form Due Date
 Last Modified
 Se

Form Title	Employee	Step	Date Assigned
Probation Review Form for Muhammad Atif Ahmed	Muhammad Atif Ahmed	HRBP Confirmation	08/02/2022
Probation Review Form for Sahar Sabah Dawood Al Jenan	Sahar Sabah Dawood Al Jenan	Probation Review by Manager	06/21/2022

Items per page
« < Page of 1 > »»
Showing 1–2 of 2
 All My Direct Reports

Probation review by Line Manager

01 You can view the Supporting information pod, you can attach any supporting documents if you have. Route map highlights the step where currently the form is at.



Probation review by Line Manager

01 Provide the **ratings** and **comments** for the items present in the section, the **ratings** and **comments** are mandatory.

Probation Review

The above named employee will complete three months probationary period within the next 20 days. Please evaluate the employee's performance on the factors listed below. A 'comments' section is provided after each factor for clarifications/additional comments. All ratings and comments have to be approved by the relevant department head. Please review this form with the employee and return to the Group Human Capital department within 15 days from the above mentioned request date.

ATTENDANCE

Rate the attendance record of the employee including tardiness

* Rating ?

☑️ ⭐⭐⭐☆☆ On Target Performance

* Manager's Comments

Writing Assistant

B *I* U | ☰ ☷ ☹ ☺ | 🔗 🌐 Size | A-z 🏠

Ratings from Others

There are no Ratings from Others.

COOPERATION

Rate the cooperation the employee shows, considering contact with others in the performance of the job

* Rating ?

☑️ ⭐⭐⭐⭐☆ Strong Performance

Ratings from Others

There are no Ratings from Others.

Line Manager summary and decision

01 Provide the **ratings** and **comments** for the items present in the section, the **ratings** and **comments** are mandatory.

Probation Review

The above named employee will complete three months probationary period within the next 20 days. Please evaluate the employee's performance on the factors listed below. A 'comments' section is provided after each factor for clarifications/additional comments. All ratings and comments have to be approved by the relevant department head. Please review this form with the employee and return to the Group Human Capital department within 15 days from the above mentioned request date.

ATTENDANCE

Rate the attendance record of the employee including tardiness

* Rating ?

☑️ ⭐⭐⭐☆☆ On Target Performance

* Manager's Comments

Writing Assistant

B *I* U | | Size | A-z |

Ratings from Others

There are no Ratings from Others.

COOPERATION

Rate the cooperation the employee shows, considering contact with others in the performance of the job

* Rating ?

☑️ ⭐⭐⭐⭐☆ Strong Performance

Ratings from Others

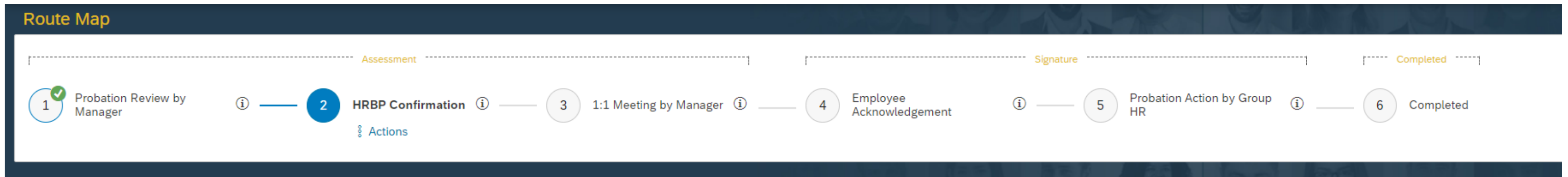
There are no Ratings from Others.

HCBP review and confirmation

01 Open the form from the Performance Inbox

You can view the Supporting information pod, you can attach any supporting documents if you have.

Route map highlights the step where currently the form is at.



02 View ratings and comments provided in the previous step by the line manager.

HCBP review and confirmation

- 01 **Human Capital's Summary:**
Rate the attendance record and disciplinary history of the employee.

Human Capital's Summary

Rate the attendance record and disciplinary history of the employee

* **Disciplinary Record**

* **Attendance Record**

* **HR's Conclusion**

Extended Further Months

Section Comments:

* **Comments by Sonali Das Nandy**

B I U | | | | | | | | | | |

comments comments comments comments comments comments comments comments comments comments comments comments comments comments comments
comments comments comments comments comments comments comments comments comments comments comments comments comments comments comments
comments comments comments comments

- 02 Click on **Send to previous step** button to send the form back to previous step

- 03 Click on **Send to Manager** button to send the form to next step

Employee Acknowledgment

- 01 **All the sections of the form will be read only mode**
Open the form from the Performance Inbox, click on the Form, once the form appears, employee can read all the comments and view ratings. To Accept, employee will have to **Sign** the form digitally and provide the comments as shown below:

Signatures

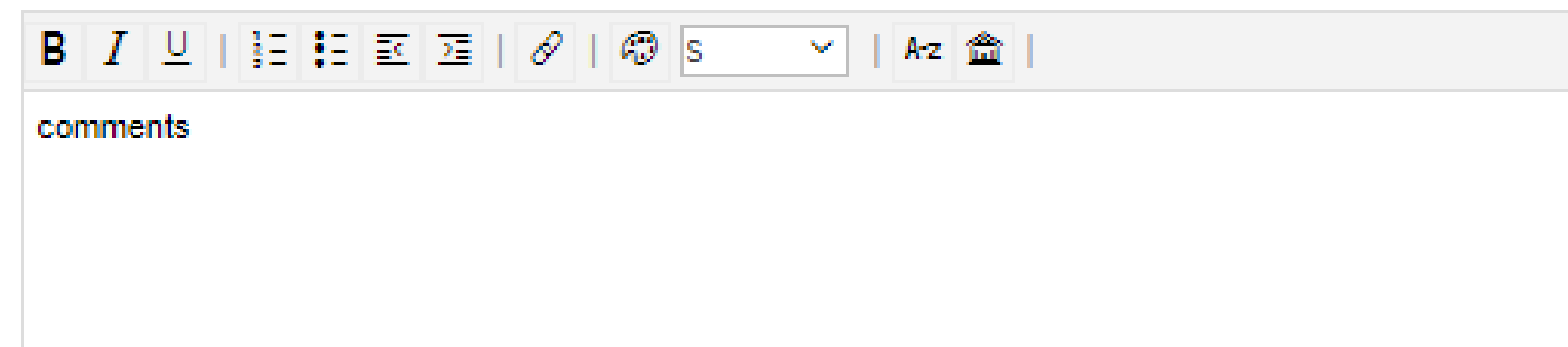
When your review form reaches the Signature Mode, click on the Send button to sign the document. Your electronic signature will be stored in this section of the form.

Signatures indicate that the Performance Assessment discussion has been held.

Employee:

PMGM Admin has not signed yet

* Subject's Comments



A rich text editor interface for entering subject's comments. The toolbar includes icons for bold (B), italic (I), underline (U), bulleted list, numbered list, link, unlink, link icon, and a dropdown menu with 'S' and a downward arrow. To the right of the dropdown are 'Arz' and a document icon. The text area below the toolbar contains the word 'comments'.

- 04 By clicking on Sign button send the form to next step.

Cancel

Save and Close

Sign

2nd Level Manager review and approval

01 All the sections of the form will be read only mode

Open the form from the Performance Inbox.

View all the ratings and comments provided by the Line Manager, HCBP and Employee.

To Accept, the 2nd Level Manager will have to **Sign** the form digitally and provide the comments as shown below:

Signatures indicate that the Performance Assessment discussion has been held.

Employee: **Mohanan Kunhiparambath** 12/12/2021
Mohanan Kunhiparambath by ESAG EC1

Other: *Samer Moukalled has not signed yet*

* Comments by Samer Moukalled

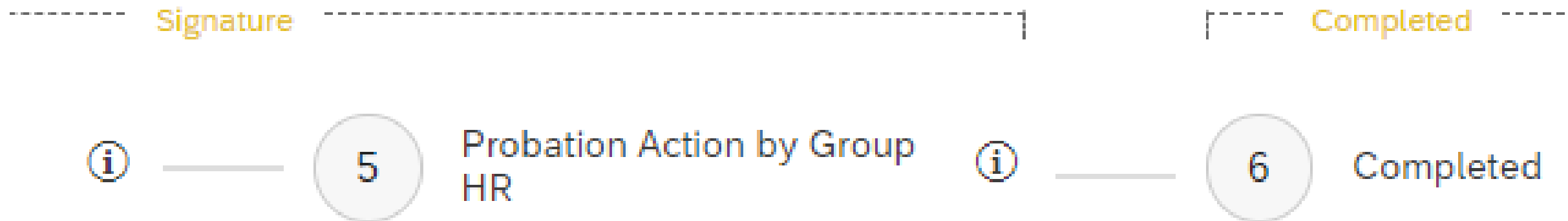
B I U | [List Icons] | [Link Icon] | [Globe Icon] Size [v] | A-z [Icon]

04 By clicking on Sign button send the form to next step or else by clicking on Reject button you can send form back to Manager.

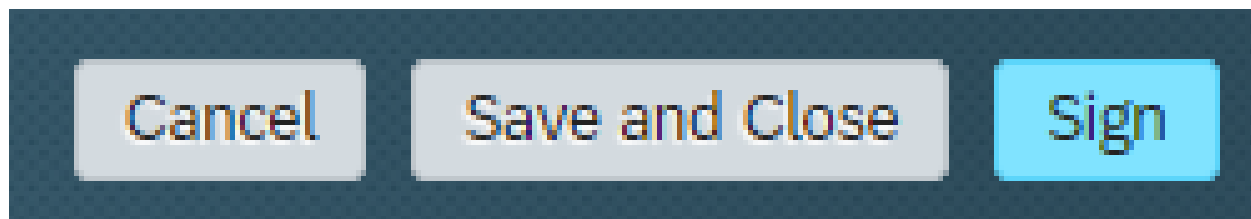
Cancel Save and Close Reject Sign

Probation review action by Group HCD

- 01 All the sections of the form will be read only mode**
Open the form from the Performance Inbox.
View all the ratings and comments provided by the Line Manager, HCBP, Employee and the 2nd Level Manager.



- 02** By clicking on Sign button, the Group HC will complete the form and a confirmation letter will be issued to the employee (off line)





EASA SALEH AL GURG GROUP
HUMAN CAPITAL DEPARTMENT