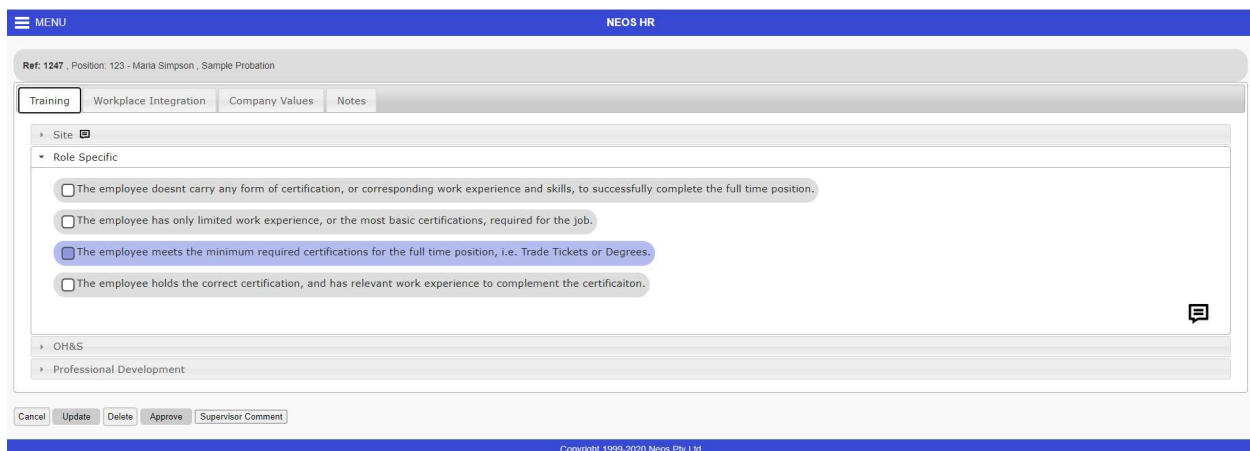


# Probation Review Simple 3-Step Process

## STEP 1

### Simple BARS\*-based User Interface Configured to Your Needs



\* *BARS (Behavioural Anchored Rating Statements)*

#### **Advantages include:**

- Configurable rating scale (e.g. pass/fail, 1-3, 1-5)
- Unique customisable descriptors for the rating scale of each Assessment Factor
- Configurable to different employment categories (e.g. Labourers V Admin)
- Improvement notes
- Independent management comments can be included
- Independent approval
- 'Big data' available for Corporate analysis
- Areas of concern automatically highlighted
- Automated reporting
- Full record Keeping
- Full Quality Control
- Full Quality Audit trail

## STEP 2

### Automated Reporting Includes Itemising Individual Areas of Required Improvement



NEOS HR

Assessor: Mark Shaw  
27/10/20 , Ref: 1247

#### Probation Assessment report

**Emp Name:** Maria Simpson  
**Emp No:** 123

In our assessment, the evaluation of Maria Simpson as assessed on 7 August 2017, should be graded as **review with manager** under the Sample Probation criteria.

Evaluation Results:



1. do not employ
2. extend probation
3. review with manager
4. confirm employment

This assessment has been reached on the basis that:

#### 1. The training measures include:

- During their probation period, the employee has not completed any of the required inductions.  
This includes the mandatory emergency exit training
- The employee meets the minimum required certifications for the full time position, i.e. Trade Tickets or Degrees.
- The employee is CPR certified, and has basic knowledge of the available facilities.
- The employee expresses a want to continue his professional development, but makes no firm commitment and no grasp of the path they wish to pursue.

#### 2. The workplace integration measures include:

- The employee has shown only a basic grasp of the tasks and duties required of them once they assume the full-time position.  
more effort is required here prior to confirmation of employment

**Probation Assessment  
report**

27/10/20 - Ref: 1247

- Feedback with staff members working with the employee is consistently positive, with almost no negative comments.
- The employee has proven their ability to handle their given workload and deadlines, and can easily be expected to handle their projected full-time workload.

**3. The company values measures include:**

- The employee is generally punctual, and has had very little time off during his probation period.
- The employee is happy to do the absolute bare minimum to complete his job, however work is always completed when requested.

For your action.

Mark Shaw  
CEO

DRAFT



## STEP 3

### Management Dashboard

NEOS HR									
Probation Results									
Ref ID	Date	Emp No	Emp Name	Unit	Segment	Created by	Result	Approved	
1247	08/07/2017	123	Maria Simpson	Sample Probation	Sample Probation	Mark Shaw	3	<input type="checkbox"/>	

View 1 - 1 of 1

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Dashboard includes:

- All history
- Unique ID per record
- Date created
- Staff category
- Author
- Result
- Draft V Approved
- Exportable to Excel for detailed analysis

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