


At the end of the Academic probation period, Human Resources will send an inbox task to the employee to complete the Probationary Review. The purpose is to review the progress of the employee's performance goals during probation.

### Academic Probationary Review

At the beginning of the performance cycle, after the employee writes goals, managers receive an inbox task to **Review Set Content**.

1. From the Inbox, click on the **Complete Self Evaluation** task.
2. Select either the **Go to Guided Editor** or **Go to Summary Editor** button. We will use the Guided Editor in this example.
3. Click the edit icon  or click directly on a goal to edit.
4. Scroll to the **Rating** area and select a rating that reflects the performance.
5. Enter information in the **Comment** field that supports the rating selected.
6. Repeat the steps for each goal.
7. Click on the Summary section to view the **Calculated Rating**.
8. Click **Next**.
9. Only feedback that was requested with the option of **Everyone** having ability to view, will populate the **Feedback** page. Feedback between the requester/requestee only cannot be added.
10. Click **Next**.

11. In **Supporting Documents**, click the **Add** button to upload documents to be shared with the manager.
12. The **Overall** section displays the rating and is not editable.
13. Click **Next**.
14. The final review page displays and can be edited if needed.
15. Click **Submit**.