


At the end of the employee's Academic probation period, the employee will receive an inbox task to complete the Probationary Review.

Academic Probationary Review

When the employee completes the self-evaluation of the Probationary review, it is routed to the manager's inbox.

1. From the Inbox, click on the **Complete Manager 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** field and select a rating that you feel reflects the employee's 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** will populate the **Feedback** page. Feedback only between the requester and requestee will not appear.
10. Click **Next**.
11. The **Supporting Documents** page will include any documents uploaded by the employee.

12. The **Overall** section displays the employee's self-rating and the manager's calculated rating and is not editable.

13. Click **Next**.

14. The final review page displays that can be edited if needed.

15. Click **Submit**.