

Overview

Date:	DD/MM/YYYY
Hiring Manager:	
Position Number:	
Position Title:	
Hire Date:	Complete once incumbent is hired
Employee Name:	Complete once incumbent is hired
Probation Period Length:	EXAMPLE: 3 or 6 months
Probation Period End Date:	Complete once incumbent is hired
Date of End of Probation Discussion	Complete once date is set

Probation Period Accomplishments/Goals

Expected Accomplishments	Status <i>Meets Expectations or Development Required</i>	Comments
INSERT ACCOMPLISHMENT: Be as clear, concrete, and detailed as possible. EXAMPLE: "Be able to independently answer the majority of prospects' questions about our products & services". Avoid ambiguous/subjective expectations, such as "Understand the job"	Complete this column towards the end of the incumbent's probationary period, to compare results to expectations.	Complete this column towards the end of the incumbent's probationary period, to compare results to expectations. Include comments, reinforcement, or development plan.
EXAMPLE: Independently creates content		
EXAMPLE: Understands how to independently get the answers to questions		

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Set up your HR Department

A complete HR Toolkit for small business to create and maintain your HR fundamentals.

Create your HR materials

- 260+ premium templates to create contracts, employee manuals, forms, spreadsheets and manager guides
- Download your HR folders
- Identify your HR priorities
- 22 HR topics
- Create HR intranet

Support your HR Function

- COVID-19 Portal
- Legislation Portal
- Remote Workforce Portal
- Mental Health Portal
- Diversity & Inclusion Portal
- Weekly updates, email notifications
- Help & support. With real humans!



Create HR for Clients

HR Toolkit for Small Business, but made for HR consultants with the following differences:

- Special licensing for use with clients
- Additional module + additional download of pre-assembled folders and templates to create your own master HR toolkit to re-use for new clients
- Pricing.



Expected Success Traits Clear examples of success traits in action	Outcome Meets Expectations or Development Required	Comments
Insert: Success Trait INSERT concrete example of trait in action		
Insert: Success Trait INSERT concrete example of trait in action		

Acknowledgment

Manager Comments: <input type="text"/>	
Manager's Signature: <div style="display: flex; justify-content: space-between;"> Signature Date </div>	

Employee Comments attached?* Yes <input type="checkbox"/> No <input type="checkbox"/>	
Employee Signature:** <div style="display: flex; justify-content: space-between;"> Signature Date </div>	

* Employee comments may be provided as a separate page addendum and must be dated and signed by the employee.

** By providing a signature above, the employee re-confirms and acknowledges his/her responsibility to read, understand, and abide by the policies outlined in the Employee Manual version dated CUSTOMIZER: Insert Date.