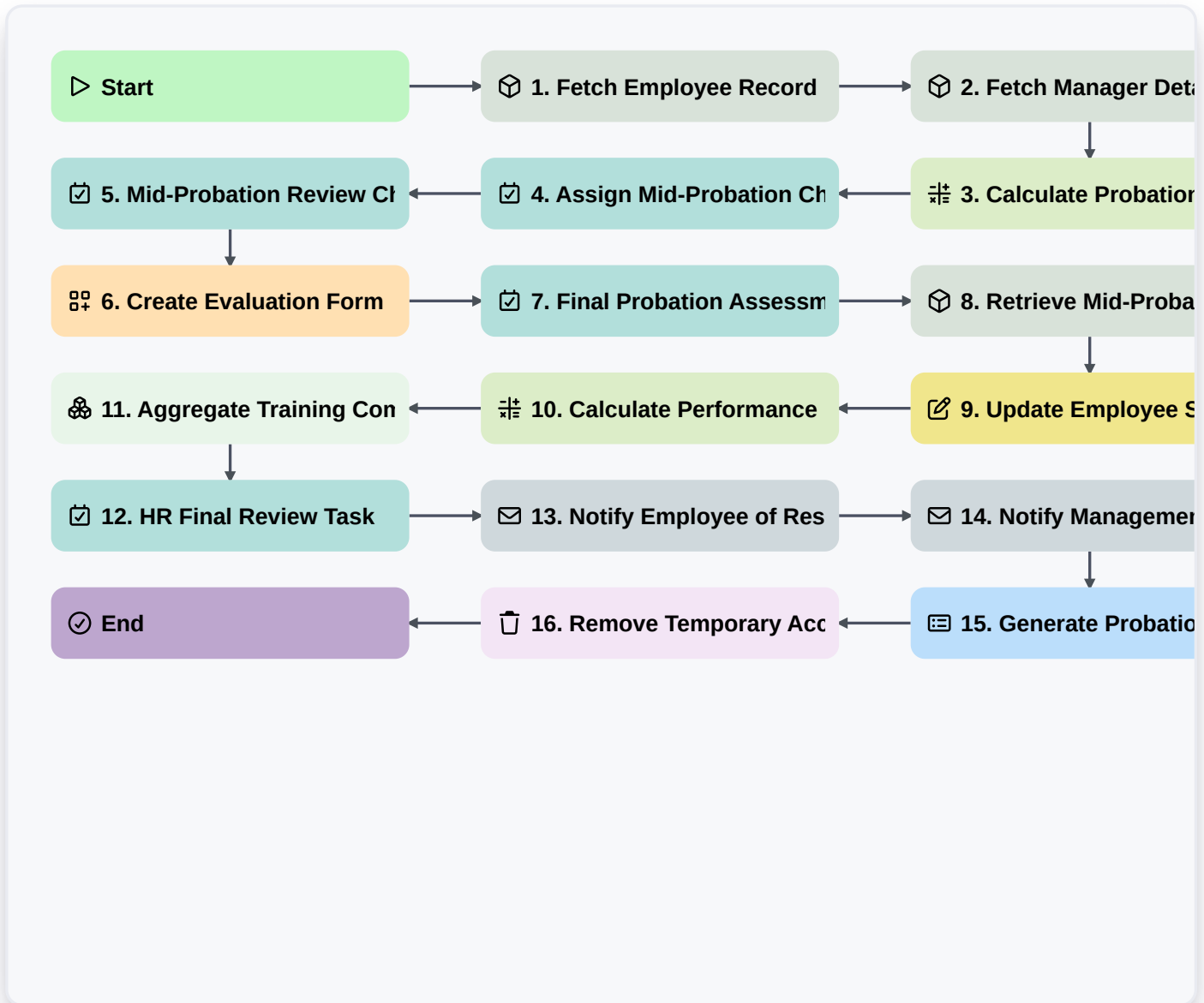


Employee Probation Period Evaluation Workflow



▶ Start

Start of the Workflow/Process.

📦 1. Fetch Employee Record

Retrieve the employee's core profile and start date from the Employee Data Model.

📦 2. Fetch Manager Details

Identify the direct supervisor/manager assigned to the employee for evaluation.

📅 3. Calculate Probation End Date

Calculate the specific date when the probation period concludes (e.g., Start Date + 90 days).

📅 4. Assign Mid-Probation Check-in

Create a task for the Manager to conduct a 45-day performance review.

📅 5. Mid-Probation Review Checklist

Verify training completion, tool access, and initial cultural integration.



6. Create Evaluation Form

Generate a new evaluation entry in the Performance Review Data Model for the current period.

7. Final Probation Assessment Task

Create a high-priority task for the Manager to complete the final evaluation before the end date.

8. Retrieve Mid-Probation Feedback

Pull the data from the previously completed mid-probation evaluation entry.

9. Update Employee Status

Update the employee's status in the Data Model from 'Probation' to 'Permanent' or 'Extended'.

10. Calculate Performance Score

Average the scores from various competency criteria within the evaluation entry.

11. Aggregate Training Completion Rate

Calculate the percentage of completed mandatory training modules from the Training Data Model.

12. HR Final Review Task

Create a task for the HR Department to verify all documentation and signatures are complete.

13. Notify Employee of Result

Send an automated email to the employee regarding the outcome of their probation period.

14. Notify Management of Status Change

Send an email to Department Heads regarding the successful completion of the probation.

15. Generate Probation Summary Report

Create a formal PDF/Report summarizing the evaluation scores, feedback, and final decision for the employee file.

16. Remove Temporary Access Permissions

If probation is failed, trigger the deletion of temporary/probationary access rights from the system.

End

End of the Workflow/Process.