

PROCEDURE TITLE:	NEW HIRE PROBATIONARY STATUS AND EVALUATION
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RELATED POLICY:	4.51REV
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RESPONSIBLE OFFICER(S):	DIRECTOR OF HUMAN RESOURCES/VPFA
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1.0 INTRODUCTION

These procedures apply to University Administrators and Administrative Technical Support Staff (ATSS) as established by Board of Trustees’ Policy 4.51REV (11/18/11), Administrators and ATSS Employment Actions.

2.0 GUIDING PRINCIPLES

Shawnee State University supports the concept of continuous improvement and the principle that new-hire probationary evaluations, when done systematically, can serve to enhance the performance of individuals resulting in the improvement of the overall performance of the institution.

3.0 NEW-HIRE PROBATIONARY STATUS AND EVALUATION

- 3.1 The new-hire probationary period for administrators and administrative technical support staff (ATSS) is six (6) months from the date of hire.
- 3.2 Within 30 days of hire, the supervisor will schedule a meeting with the new employee to set objectives for the 6-month probationary period.
- 3.3 After completion of the third month of employment, employees will receive an initial performance evaluation by their immediate supervisor.
 - 3.3.1 If an employee’s performance meets expectations the probationary period will continue.
 - 3.3.2 If the employee’s performance does not meet expectations the employee will be advised in writing of the areas of deficiency and the supervisor will either provide the employee with a plan of action to correct the deficiencies or make a recommendation to the appropriate Vice President that employment be terminated.
 - 3.3.3 Termination of employment will be effective immediately if the new-hire probationary period is not extended.

- 3.4 During the sixth month of employment, employees will receive an overall performance evaluation by their immediate supervisor. If an employee's performance meets expectations the employee will be granted continuous contract status, defined period contract status, or regular employment status (as applicable).
- 3.5 A supervisor may recommend to the next level of management an extension of the new-hire probationary status up to an additional three (3) months if s/he believes the additional time is needed in order to fully assess the employee's performance. Such extension must be approved by the appropriate Vice President and/or the President.
- 3.6 The six-month new-hire probationary evaluation must result in a "meets expectations" rating in order for the employee to continue employment with the University. Termination of employment will be effective immediately if the new-hire evaluation does not meet expectations.
- 3.7 The step-by-step process for evaluating employees during the new-hire probationary period is outlined in the Performance Management Resource Guide.

History: Replaces 4.51 (*Eff. 1/20/12*)