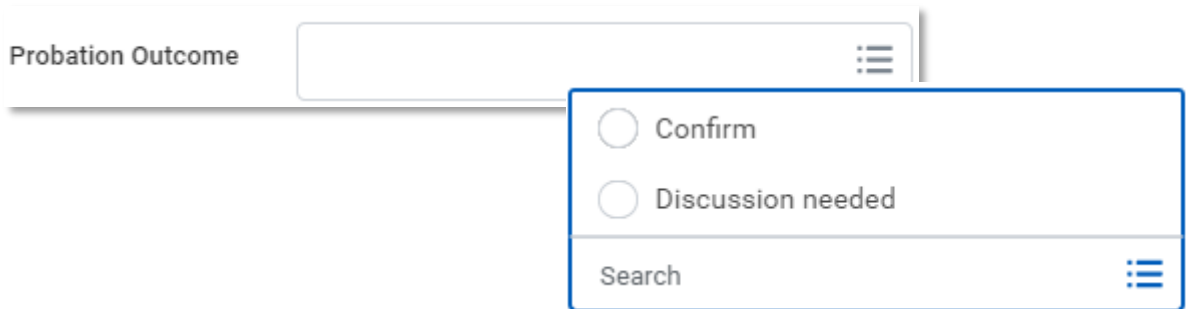# Review probation period

Supervisors will receive a *Review Probation* period action in their Workday inbox 56 days prior to the end of the probation period. The review is to be used to take action confirming the probation or to discuss the probation process further with your local People and Culture team.
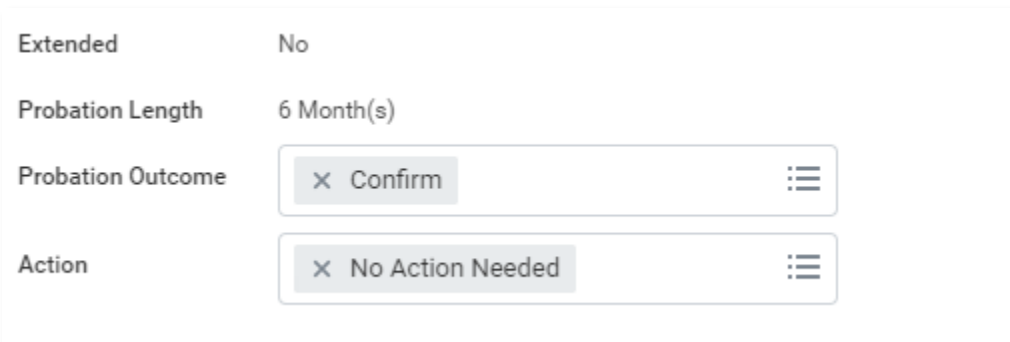
1   Navigate to your inbox.

2   Click on the *Review Probation Period* task on the left of your inbox.

Flinders
UNIVERSITY

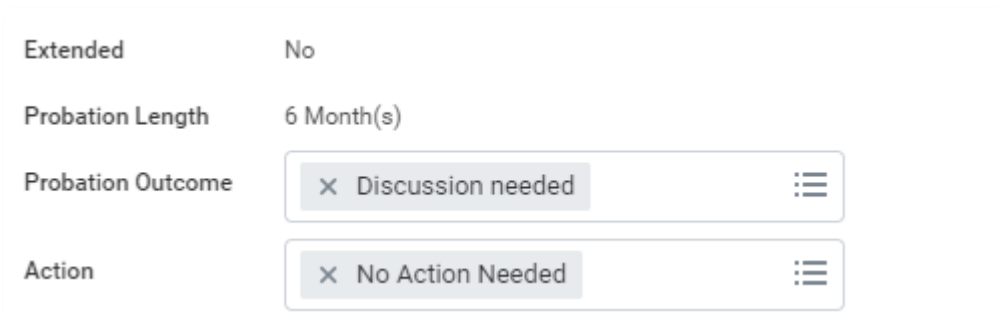3   In the *Submit Probation Period Review* under *Probation Outcome* select either *Confirm* or *Discussion needed.*

Probation Outcome		☰

○ Confirm

○ Discussion needed

Search	☰

3.1 *Confirm* is to be selected to confirm the probation period. As shown below, select *Action > No Action Needed.*

Extended	No
Probation Length	6 Month(s)
Probation Outcome	✕ Confirm ☰
Action	✕ No Action Needed ☰

Discussion needed is to be selected in the instance when a discussion is required with People and Culture. Please add in your comments the relevant information for your concerns. People and Culture will receive a task to contact you for a discussion in relation to the concerns raised in your comments.

Extended	No
Probation Length	6 Month(s)
Probation Outcome	✕ Discussion needed ☰
Action	✕ No Action Needed ☰

4   Once probation is confirmed, Select *Submit.*

The *Success! Event submitted screen will appear.* The employee will receive a notification to advise the confirmation.
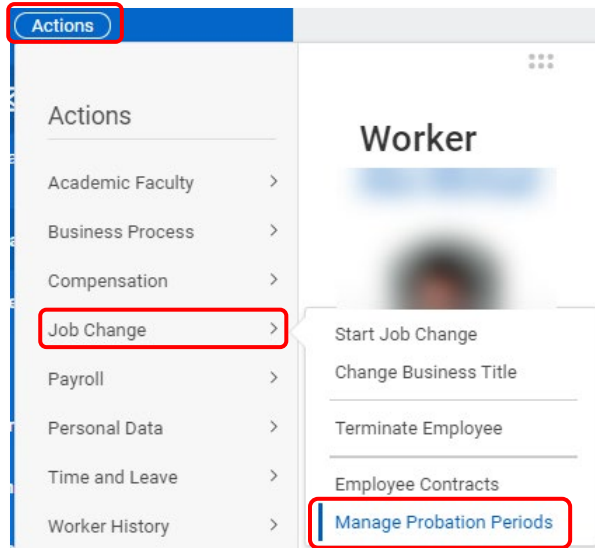
Managing Probation Periods

As a supervisor, you are able to view confirmed probation under the employee's profile. Select *Actions, Job Change, Manage Probation Periods*