



# Employee Review & Planning Program

## New Employee Cycle

MILESTONE	TOOL REQUIRED	ACTION / DISCUSSION
<b>First week of Employment at TRU</b>	<ul style="list-style-type: none"> <li>• Trial/Probationary Form</li> <li>• TRU Strategic Plan/ Academic Plan</li> <li>• Departmental Plan</li> </ul>	<ul style="list-style-type: none"> <li>• Manager introduces ERPP process, TRU Strategic Plan, Departmental Plan and goal-setting as part of New Employee Departmental Orientation</li> <li>• Manager &amp; Employee review expectations using job description and performance factors in Section 1 of ERPP Trial/Probationary Form</li> </ul>
<b>Trial Period (Internal New Hire)</b>	<ul style="list-style-type: none"> <li>• Trial/Probationary from First Meeting.</li> </ul>	<ul style="list-style-type: none"> <li>• Manager will have meeting with employee 30, 60, and then finally 80 calendar days into employment for the final trial review</li> <li>• Document progress for each milestone in Section 2 of ERPP Trial/Probationary form</li> <li>• Manager will identify if the employee meets the performance criteria of the position</li> </ul>
<b>Probationary Period (560 hours: External New Hire)</b>	<ul style="list-style-type: none"> <li>• Trial/Probationary Form from Previous Meetings.</li> </ul>	<ul style="list-style-type: none"> <li>• Manager will have meeting with employee 30, 60, and then finally 100 calendar days into employment for the final probationary review</li> <li>• Document progress for each milestone in Section 2 of ERPP Trial/Probationary form</li> <li>• Manager will identify if the employee meets the performance criteria of the position</li> </ul>
<b>Following Completion of Probation/ Trial Period</b>	<ul style="list-style-type: none"> <li>• Goals &amp; Development Form</li> <li>• S.M.A.R.T Tool Sheet</li> </ul>	<ul style="list-style-type: none"> <li>• Manager reviews ERPP process</li> <li>• Manager works with Employee to set S.M.A.R.T goals for remainder of first year of employment, document in Section 1 of Goals &amp; Development Form</li> <li>• Manager reviews performance factors with employee to ensure mutual understanding</li> </ul>
<b>Annual Review (Nov – Feb)</b>	<ul style="list-style-type: none"> <li>• Goals &amp; Development Form</li> <li>• S.M.A.R.T Tool Sheet</li> </ul>	<ul style="list-style-type: none"> <li>• Review goals and note accomplishments and opportunities</li> <li>• Discuss and set S.M.A.R.T goals for the following year</li> <li>• Evaluate employee level for all applicable competencies</li> <li>• Discuss and note career development opportunities for Employee</li> <li>• Identify support required to achieve goals and career development</li> <li>• Document discussion on ERPP Annual Form</li> <li>• Submit completed Goals &amp; Development Form to Human Resources.</li> <li>• Set date for next cycle's 6 Month Review</li> </ul>