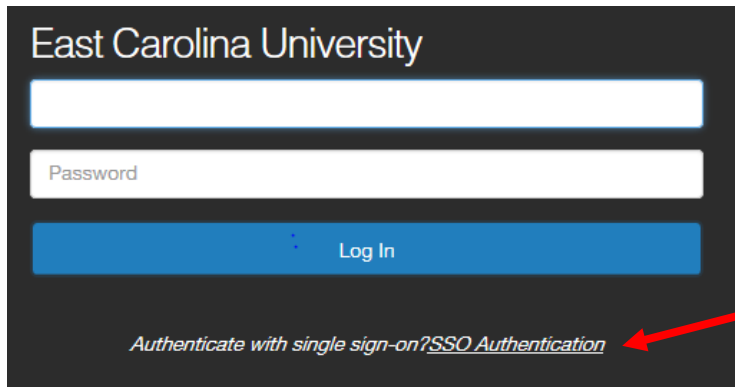


Supervisor's Quick Steps to the Probation Review

1. **Creating the Probationary Review.** Log in ECU PeopleAdmin system at <https://ecu.peopleadmin.com/hr/shibboleth>. Sign in using your PirateID and Passphrase.

Note: If you are logging in by clicking the link provided in an automated PeopleAdmin email, you will have to first click "SSO Authentication" to access single sign-on.

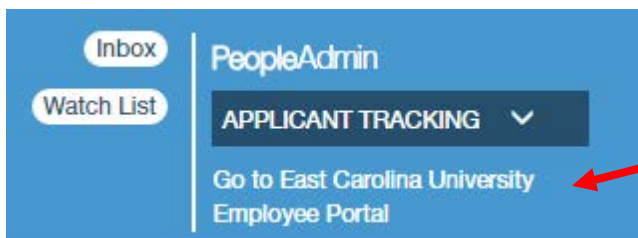


East Carolina University

Password

[Authenticate with single sign-on? SSO Authentication](#)

2. Click **Go to the East Carolina University Employee Portal** located in the upper right-hand corner.



3. Once in the employee portal you will see the **Your Action Items** screen as seen below. Start the process by selecting **Probation Quarterly Review** by the name of the employee who's Probationary Review you would like create. You may also select **View** to access Probationary Review creation.

Description	Due Date	Status	Action
Probation Quarterly Review	n/a	Available	View

4. There is only one tab in the Probation Quarterly Review. You will select the date from the Today's Date box. Please explain how the employee has progressed during that quarter and/or clarify expectations for the remainder of the probationary period in the comment box below.

Supervisor Evaluation for Jeffrey Dozier Actions ▾


Probationary reviews are used to assess progress and document areas needing improvement on a quarterly basis during the first 12 months of employment.
Please explain how the employee has progressed during this quarter and/or clarify expectations for the remainder of the probationary period.


Review Attachments 0

Based on your expectations at this point in the Performance Cycle, please document employee's job performance. [Check spelling](#)

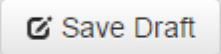
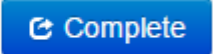

Required fields are indicated with an asterisk (*).

Probation Quarterly Review

* Today's Date 

* Please explain how the employee has progressed during this quarter and/or clarify expectations for the remainder of the probationary period. 

5. If you would like to Save your review and finish it at another time click the **Save Draft** button at the bottom right of the screen. When you have completed your Probation Quarterly Review click the **Complete** button at the bottom right of the screen. Clicking **Complete** will release the review to the employee for his/her review. It is recommended that the supervisor release the review to the employee before discussion.

NOTES:

*Required fields are denoted with an asterisk

* Today's Date 