

# Standard Operating Procedure (SOP)

## Performance Evaluation Checkpoints and Mentorship Assignment During Probation Period

This SOP details the **performance evaluation checkpoints and mentorship assignment during the probation period**, outlining the schedule and criteria for regular performance reviews, feedback mechanisms, and the process for assigning mentors to new employees. The goal is to ensure continuous monitoring of employee progress, facilitate skill development, and support successful integration into the organization through structured guidance and performance assessments.

### 1. Scope

Applicable to all newly hired employees undergoing a probationary period and their direct supervisors/mentors.

### 2. Objectives

- Establish structured performance evaluation checkpoints during the probation period.
- Assign mentors to facilitate professional growth and organizational integration.
- Provide timely and constructive feedback to new employees.
- Enable informed decision-making regarding employment confirmation.

### 3. Responsibilities

- **HR Department:** Oversee SOP implementation and provide required resources.
- **Supervisors:** Conduct checkpoint evaluations and provide feedback.
- **Mentors:** Guide and support new employees throughout probation.
- **New Employees:** Actively participate in evaluations and mentorship activities.

### 4. Process Flow

- Initial Onboarding (Week 1):**
  - HR introduces new employee to assigned mentor and supervisor.
  - Performance expectations and goals are discussed.
- Mentorship Assignment:**
  - Mentor is assigned within the first week.
  - Mentor schedule is communicated to the new employee.
- Performance Evaluations:**

Checkpoint	Timeline	Conducted By	Focus Areas
Initial Review	End of Month 1	Supervisor & Mentor	Role adaptation, basic skills, organizational integration
Mid-Probation Review	End of Month 2	Supervisor	Task execution, collaboration, progress on goals
Final Probation Review	End of Probation Period (e.g., Month 3 or 6)	Supervisor (with input from Mentor)	Overall performance, feedback assimilation, final recommendations

- Feedback Mechanisms:**
  - Written feedback at each checkpoint.
  - One-on-one feedback sessions for discussion and clarification.
  - Action plans created for improvement areas, if needed.
- Documentation:**
  - All evaluations and feedback are to be documented and stored in the employee file.
  - Mentorship meeting notes must be maintained by the mentor and shared with HR if required.

## **5. Evaluation Criteria**

- Achievement of performance goals
- Adherence to company values and policies
- Teamwork and communication skills
- Problem-solving and initiative
- Progress in learning and development objectives set at onboarding

## **6. Confirmation or Extension of Employment**

- Results from the final review are discussed with HR and the employee.
- Decisions on employment confirmation, extension of probation, or termination are communicated accordingly.

## **7. Review and Update**

This SOP shall be reviewed annually by the HR department, with input from supervisors and mentors, and updated as necessary to ensure relevance and effectiveness.