

## **PERFORMANCE MANAGEMENT QUICK REFERENCE: THE PROBATION PERIOD**

A probation period of 1 year normally begins when a person is initially appointed for a specified period (term) or indeterminately to the Federal Public Service. The probation period does not apply to persons employed on a casual basis or under a student employment program.

Under the Performance Management Directive, the manager needs to attest in the performance agreement whether the employee has met expectations before the end of the probation period. A record of attestation will indicate whether the employee has passed the probation period in the Public Service Performance Management Application (PSPM app).

To enable this process, the manager has to indicate in section A of the performance agreement that the employee is on probation. This will open up Section I, which has to be completed a few months before the probation period ends.

### **Which periods of time are included in the probation period?**

The probation period does not include:

- any period of leave without pay;
- any period of full-time language training;
- leave with pay of more than 30 consecutive days;
- or any period during which a seasonal employee is not required to perform the duties of the position because of the seasonal nature of the duties;
- the probation period for an employee who is disabled and requires job accommodation begins on the day on which the necessary accommodation is made.

### **How can I find out if an employee is on probation, including the end-date? For example, the employee may have deployed or is on assignment to a new unit during his/her probation period.**

If you suspect that an employee may be on probation, you should:

- Check the **Employee Personal Information** in MyEMS ([Peoplesoft](#)), under the **First Start Date** field (see step-by-step below);
- Validate the date with the employee;
- If uncertain, request the employee's previous letter of offer.

The information in MyEMS (Peoplesoft), may not be up to date upon the arrival of a new employee and may require validation. New employees may provide their last letter of offer to confirm the information. The HRSC can be contacted to make the modification, if required or guidance may be provided by HRSB-Staffing.

### **Want to know more? Additional Tools and Information on Probation periods are available:**

- [TBS Performance Management for Employees on Probation](#)
- [iService Labour Relations Tools Section #3](#)
- [TBS Probation Frequently Asked Questions \(FAQs\)](#)
- [TBS Regulations Establishing Periods of Probation and Periods of Notice of Termination of Employment During Probation](#)





### MyEMS step-by-step

The employee's start date can be found in MyEMS (Peoplesoft) in section **"Manager Self Service"** under **"View Employee Personal Information"**, as follows:

In MyEMS, click the **Main Menu** drop down button to activate the menu.

Click the **Manager Self-service** menu.

Click the **Job and Personal Information** menu.

Click the **View Employee Personal Info** menu.

To view additional information for an employee, such as appointment date, click **Select** beside the employee's name.

On the screen, find the **First Start Date** field.

**ORACLE** Search Home Worklist Add to Favorites Sign out

Favorites Main Menu > Manager Self Service > Job and Personal Information > View Employee Personal Info

Data Language: English New Window Help http

### Employee Information

Currie Roden

Personal Information					
Empl ID	040617		First Start Date	2013-10-02	
Position	OC Planning Officer	00030002	Department	Engineering and Land Survey	00053
Job Code	OC Planning Officer	600024	Location	Ottawa	OTTAWA
Company	Atlantic Pilotage Authority	PAA	Regular/Temporary	Regular	
Business Unit	Canada Administration	CNADM	Full/Part Time	Full-Time	

Additional Information

Instant Message IDs Training  
Person Profile

Return to Select Employees

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