



Performance Management @Tech Probation Evaluation - FAQs

1. What is a probation evaluation?

The probation evaluation is used to review the first six months performance of a newly hired employee.

2. Where do I log in to the new performance management module?

- You can log in through the ASC Portal at asc.gatech.edu.
- Click the “HR Services” Tile
- Click the “Performance Management @Tech”

3. Who will have a probation record in the performance management module?

Staff hired as of July 1, 2023, will have a probation record in the performance management module.

Probationary staff hired prior to July 1, 2023, will **not** have a probation record in the system. Supervisors should use the [six-month probationary paper form](#) for staff within the probationary period who were hired prior to July 1, 2023.

Students, affiliates, and faculty, GTRI and E12 employees are not required to use this module.

4. What is the role of a supervisor in the probation evaluation process?

Supervisors are responsible for submitting job responsibilities and goals to a newly hired employee within the first 30 days of employment.

Throughout the six-month probation period, it is the supervisor’s responsibility to provide feedback and capture progress comments on the employee’s performance within the probation record. Email reminders will be sent to all supervisors at 30, 60 and 120 days from the start of the probation period.

Near the end of the six-month probation period, supervisors will receive an email notification to complete the evaluation.

5. What are Progress Comments?

Progress Comments is a section in the evaluation that allows the supervisor to record comments related to the employee’s performance. The progress comments written by the supervisor are **not** visible to the employee.

6. What are Work Notes?

The Work Notes section in the evaluation allows the employee and supervisor to

document feedback from ongoing communication. Work notes are visible to the employee, supervisor, and HR Partner.

7. Are supervisors able to edit an employee's probation record?

Supervisors can edit probation records for employees who report directly to them when the form is in draft status during the probation period.

8. Who will follow up on the completion status?

The supervisor will be responsible for completing the probation evaluation. If the evaluation is not completed as required, the HR Partner and Employee Relations team will be contacted.

9. Can the probation evaluation record be saved to be completed later?

Yes. During the probation period, users can save their progress and return later to submit.

10. Can the employee edit comments written by the supervisor?

No. The employee cannot edit comments written by the supervisor. The employee can acknowledge the record and provide comments about the evaluation in the comments section.

11. Who do I contact for questions about a missing probation evaluation?

- Call the Administrative Services Center (ASC) at 404-385-1111,
- email support@asc.gatech.edu, or
- submit a general HR inquiry through the ASC portal asc.gatech.edu.

12. Where can I go to review information about probation tips and best practices?

Visit the Georgia Tech Human Resources (GTHR) Performance Management website: hr.gatech.edu/performance-management.

13. Will department leaders and/or HR Partners be able to access probation records for their entire department?

Yes. Your department's HR Partner will have access to all the employees in the departments they support.

14. If supervisors go on extended leave, how does delegation of the probation evaluations work?

The HR Partner can access the records and reassign the employee to another supervisor.