

Email from HR Coordinator to FAS Manager/Department Administrator
Cc: HR Consultant
Subject: Employee name - Orientation and Review

Dear FAS Manager/Department Administrator:

Congratulations on your new hire!

The first 90 Days of an FAS staff member's employment, the Orientation and Review Period ("O&R Period"), is a critical time for you to evaluate your new staff member, to set clear performance expectations, and to agree on specific and realistic job goals.

You will be reminded, via email, on the first business day of each month that your employee is within the O&R period. Please provide clear performance feedback to your new hire throughout this time.

During this period, if it appears that the employee is not meeting expectations and is not a good fit for the role; contact your HR Consultant to discuss next steps, as either party may end the relationship without following FAS's Progressive Discipline process. This is especially important when the employee is an HUCTW member as once the O&R period is completed, any performance issues must be addressed through the Progressive Disciplinary process. Upon successful completion of the O&R period:

- Notify your HR Consultant and complete the O&R Form using ePerformance (PeopleSoft link) which can be found in your email reminder.
- Meet with the employee to continue setting clear performance expectations, agreeing on specific and realistic goals for the remainder of the current year.

For other helpful tips and resources click on the FAS HR Link below.

<http://hr.fas.harvard.edu/onboarding-and-orientation-and-review-period>

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