Dear Mr./Ms. (Name of Supervisor),

Our records show that you have a new staff member under your supervision. **Mr/s (Name of new employee), Post Title - Organization**, joined the Organization on Date Month Year and has come under your direct supervision. Ms Harris is currently under probation until Date Month Year *(one year after the start date)*.

As a manager, you have an obligation to guide this staff member throughout her/his probation period. Manual section [305.5.2](http://intranet.fao.org/fileadmin/user_upload/manual_section/manual_files/MS305-E.pdf)41 prescribes your responsibility in this regard. We, as the HR team, are here to support you through this process. As a first step in assisting you, we have prepared a summary of exactly what is expected of you over the next 12 months:

**1)** **Within first three weeks**: Prepare a [ADM190](http://intouch.fao.org/fileadmin/user_upload/ssc/Forms/Managers/ADM190eProbationary_Performance_Appraisal_Report.doc). Meet with the new staff member to draw up the work plan for first six months (this can be done on Part II of the ADM 190 or you may annex a separate sheet of paper to the ADM 190, however, if you use a separate paper make sure both you and the staff member sign the work plan and that its attached to the ADM 190).

**2) Six months**: Prepare a new ADM 190. Have a discussion with the staff member about his/her performance over the past six months. The evaluation should be based upon his/her satisfactory performance of the work plan and good conduct. Next, complete Part III of the ADM 190 through section 5 only, sign ADM 190, have the staff member sign as well and return to HR manager. This should be completed within a maximum of 15 days prior to the end of the first six month period. At this time you must present the work plan to the staff member for the next evaluation.

**3) Nine months**: Prepare the nine months review, which includes informing the staff member of his/her performance over the preceding three months and making a recommendation to either i) confirm, ii) extend probation for two to six months or iii) recommend non-confirmation. The staff member must be notified of your intention within six weeks of the end of her/his probationary period of any recommendation not to confirm her/his appointment [or he/she will be confirmed automatically]. Therefore, should you expect your recommendation be either ii) or iii) above, it is imperative that you contact an Officer of the Administrative Law Unit and Alejandro Rovira, Regional Human Resources Officer, as soon as possible for assistance.

It is essential that you respect each and every deadline. More information can be found at :

<http://intranet.fao.org/faohandbook/area/human_resources/evaluating_staff_performance_for_probationary_period_of_service/how_to/en>

If you have any questions please do not hesitate to contact our office.

Best regards,

Name of HR/SSC/HUB person providing support

HR Assistant

SSC/HUB Name