


<b>Title</b>	<b>Prepared</b>	<b>Approved</b>
STAFF CONFIRMATION	   	

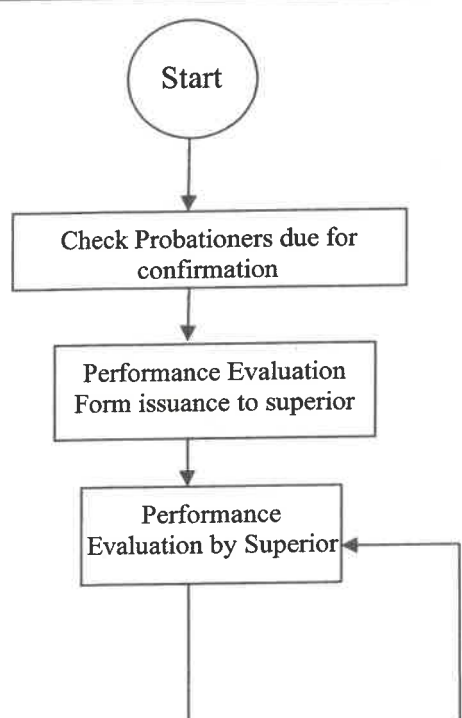
<b>Revision</b>	<b>Date</b>	<b>Document No</b>
01	1/11/2023	HC/TA/WI-02/CONFIRMATION

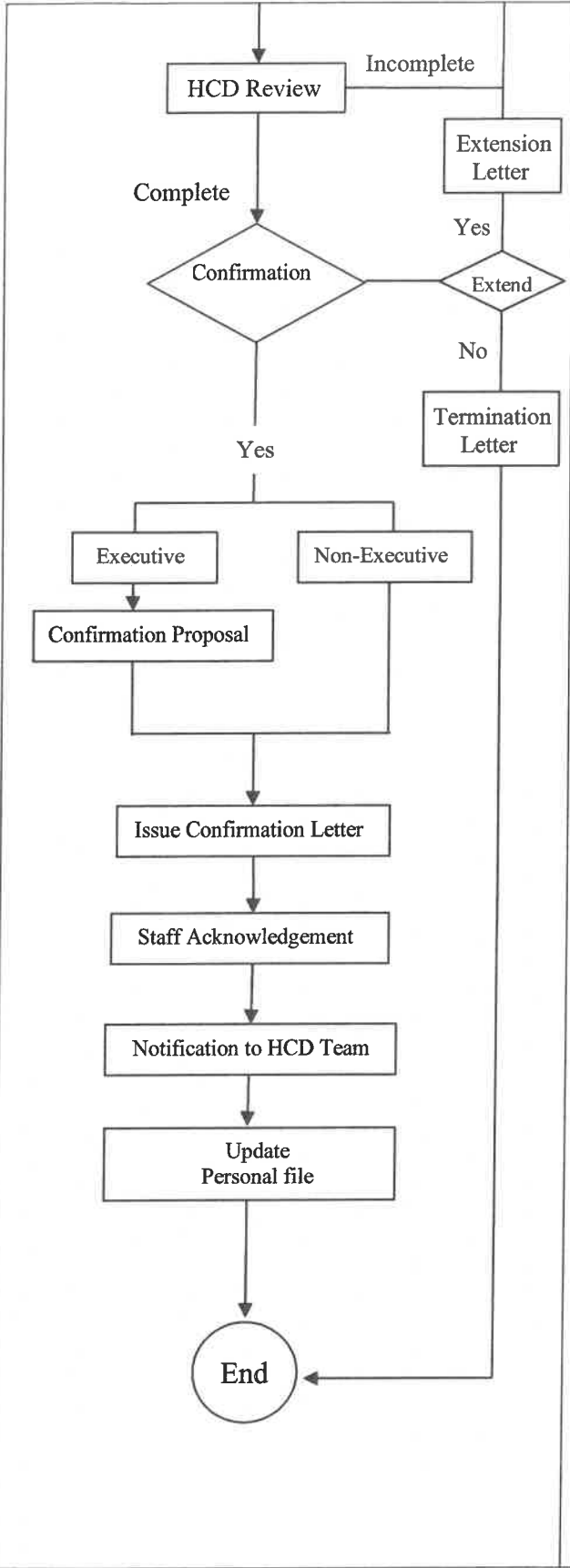
### A. PREPARATION

<b>Man</b>	Talent Acquisition Section(TA), Compensation & Benefit Section (C&B), Executives, Head Of Section (HOS), Head Of Department (HOD), Head of Division (HODiv) and Head of Company (HOC)
<b>Machine</b>	MS Words & Excel
<b>Method</b>	Work Flow / Step
<b>Material</b>	Performance Evaluation Form, Summary Attendance, Offer Letter (Confirmation), Offer Letter (Contract Extension), Termination Letter
<b>Environment/Location</b>	Talent Acquisition Section (TA); Compensation & Benefit Section (C&B), Admin, Departments

### B. INSTRUCTIONS

- 1) The probationary period for PHN new employees is outlined like below:
  - a. Non-Executive (Grade 1- Grade V): Lasts for 3 months, commencing from the employee's start date.
  - b. Executive (Grade G1 and above): Lasts for 6 months, commencing from the employee's start date.
- 2) Superiors are required to perform monthly review to all new employees during probation period
  - a. Non-Executive – 3 Monthly reviews
  - b. Executive – 5 Monthly reviews

PROCESS FLOW	PIC	DESCRIPTION	TIMELINE/ REMARK
 <pre> graph TD     Start((Start)) --&gt; Step1[Check Probationers due for confirmation]     Step1 --&gt; Step2[Performance Evaluation Form issuance to superior]     Step2 --&gt; Step3[Performance Evaluation by Superior]             </pre>	EXEC, HOS, HOD, HODiv	<ol style="list-style-type: none"> <li>a) TA shall check the list of probationers that are due for confirmation in the Report Duty Lists</li> <li>b) TA shall notify and send the Performance Evaluation Form to superior from respective departments via email.</li> <li>c) The completed and signed Performance Evaluation Form must be submitted to TA attached with :                             <ol style="list-style-type: none"> <li>i. Attendance record during probation period.</li> <li>ii. Monthly probation review forms during probation period from join date</li> </ol> </li> </ol>	<ol style="list-style-type: none"> <li>i. One (1) month before the Confirmation date</li> <li>ii. Submission of Performance Evaluation Form to HCD must be within one (1) week after receiving the form</li> </ol>



Admin  
Executives,  
HOS,  
HOD

- d) Should the employee probation period of the employee to be extended, the duration shall not exceed the below guideline.
  - i. Executive - three (3) months.
  - ii. Non-Executive - two (2) months.
- e) Employee who has been decided not to be confirmed in the employment will be issued with a termination letter and will serve until notice period ended.
- f) For executives, a proposal for confirmation must be prepared by TA for HTM and HOC approval,
- g) For non-executive, approval for confirmation will be agreed and approved by HODiv and HTM.
- h) TA shall issue the Confirmation letter to the confirmed employee and must be acknowledged by the employee.
- i) For non-confirmed probationers, TA shall issue a Probation Extension letter and will go through the process again when the extension period due.
- j) TA shall notify C&B and Admin section on the employee confirmation status by submitting a copy of confirmation letter or probation extension letter for personal record update.

N/A

**C. DISPOSITION**