

# DEPAUL UNIVERSITY

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## **Introductory Period**

**Category:** Human Resources

**Responsible Department:** Employee Relations & Engagement and The Office of Student Employment

**Responsible Officer:** VP of Human Resources & the Director of Student Employment

**Effective Date:** 2/8/2018

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## **Policy Summary**

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The purpose of this policy is to provide standards for managers and employees regarding the introductory period for the following situations:

- New hires
- Rehires
- Part-time staff who move to full-time positions
- Student employees who move to part-time/full-time positions
- Student employees

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## **Scope**

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This policy affects the following groups of the University:

- Hiring/Supervising Managers
- Full-Time Staff
- Part-Time Staff
- Student Employees

This policy affects all

- New hires
- Rehires
- Part-time staff
- Part-time staff who move to full-time positions
- Student employees who move to part-time/full-time positions
- Student employees
- Hiring/supervising managers including faculty who supervise staff and/or students

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## Policy

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An introductory period of six months in a new position is required of the following groups of employees:

- New hires to DePaul
- Rehires
- Part-time staff who move into full-time positions
- Student employees who move into part-time or full-time positions
- Student employees

### **Introductory Period for Staff Employees**

The [Office of Human Resources Employee Relations & Engagement Department](#) is responsible for managing the introductory period process as it relates to Staff Employees.

The manager is required to utilize the introductory period to train and evaluate the employee's job performance, including effective adjustment to work tasks, conduct, procedures, attendance and job responsibilities. This will be accomplished by providing direct feedback to the employee, throughout the introductory period.

If an employee's job performance is consistently below required job standards during the introductory period, the employee may be terminated. The manager is required to consult with Employee Relations & Engagement regarding poor performance during the introductory period as possible or at a minimum of three weeks before the introductory end date.

An employee must have worked at least six (6) months in the current position before becoming eligible to apply for another job. Exceptions require Employee Relations & Engagement approval and include:

- Current position is temporary and a permanent position becomes available
- Current position is eliminated or reorganized

### **Introductory Period Extension Exceptions for Staff Employees** (not applicable to Student Employees)

Managers may request a one-time extension of the introductory period to no longer than an additional three months for any employee subject to the six month introductory period if additional time to fully assess an employee's performance is needed, or if additional time to correct performance is warranted. Extensions must be approved by Employee Relations & Engagement prior to the conclusion of the introductory period.

### **Introductory Period Performance Appraisal for Staff Employees**

Managers must conduct a performance appraisal prior to the completion of the introductory period. If a performance appraisal is not completed prior to the end of the introductory period, the employee will be considered to be in good standing as of the introductory period end date. If the completion of the six month introductory period coincides with the annual common review period,

the six month introductory period performance appraisal will also serve as the annual performance appraisal.

### **Introductory Period for Student Employees**

The [Office of Student Employment](#) is responsible for managing the introductory period process as it relates to Student Employees

All newly hired or re-hired student employees are required to serve a six month introductory period of employment for each on-campus student position held. Any change in position, or additional positions obtained are subject to a six month introductory period as well.

The student employee manager is required to utilize the introductory period to train and evaluate the student employee's job performance, including effective adjustment to work tasks, conduct, oral and documented procedures, attendance, and job responsibilities. This will be accomplished by providing direct feedback to the student employee, throughout the introductory period.

If a student employee's job performance is consistently below required job standards during the introductory period, the student employee may be terminated. Consultation with the Director or Assistant Director(s) of Student Employment is required before finalizing the decision to terminate employment.

### **Introductory Period Performance Appraisal for Student Employees**

It is suggested and encouraged that student employee managers conduct a performance appraisal prior to the completion of the introductory period. If the performance appraisal is not completed prior to the end of the introductory period, the student employee will be considered to be in good standing as of the introductory period end date.

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## **Procedures**

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### **Introductory Performance Appraisal for Staff Employees**

A performance review must be conducted prior to the conclusion of the six month introductory period. (See the Performance Appraisal policy for resources, guidelines and best practices)

### **Introductory Period Extension Option (not applicable to Student Employees)**

Managers may request a one-time extension of the introductory period to no longer than an additional three months for any employee subject to the six month introductory review.

When requesting an extension to the introductory period, the manager and employee must discuss the reason for the extension. This discussion should take place prior to the official six month introductory period end date. Employee Relations & Engagement recommends that this date should be at minimum, three weeks from the original introductory period end date.

- Once an agreement is reached, the manager must complete an Introductory Extension Form (IEF) that specifically outlines the acceptable conduct and/or job performance levels required by the end of the extended time period. The form is signed and dated by the

manager and employee, then submitted to Employee Relations & Engagement. If the employee disagrees or refuses management's decision to extend the introductory period, the manager must communicate to the employee that he/she will have the option to request termination of employment.

- If the employee satisfactorily completes the requirements outlined in the Introductory Extension Form (IEF), the manager must complete an introductory period performance appraisal and the introductory period is closed.
- If the employee does not satisfactorily complete the requirements outlined in the Introductory Extension Form (IEF), the manager must consult with Employee Relations & Engagement to discuss next steps. No performance appraisal needs to be completed.

### **Introductory Period Performance Appraisal for Student Employees**

The Student Employment Performance Appraisal Form provides student employees and their managers with a resource that reflects best practices for effective performance management and conducting performance appraisals within the introductory period (see Student Employment Performance Appraisal form).

Student employee managers should contact the Director or Assistant Director(s) of Student Employment for additional information related to the student performance appraisal process

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## **Divisional Collaborations**

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Office of Student Employment

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## **Contact Information**

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Suite 1300  
Chicago, Illinois 60604  
(312) 362-8500

### **Office of Student Employment**

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## **Appendices**

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[Introductory Period](#)

[Performance Management and Appraisal Policy](#)

[Performance Management Resources](#)

[Staffing and Selection of Full-Time and Part-Time Staff Positions Policy](#)

[Student Employee Performance Appraisal Form](#)

[Time Reporting Policy](#)

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## **History/Revisions**

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Origination Date: 12/09/1996

Last Amended Date: 02/02/2018

Next Review Date: N/A