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OBJECTIVE:目的:

- To establish guidelines for employees probation.
制定员工试用期的准则。
- To provide the employee and the company with the opportunity to review each other's performance prior to committing to permanent employment status.
在承诺永久雇佣状况之前为员工和公司提供审查彼此的绩效的机会。

APPLICATION:应用:

New staff members are employed on the condition of a successful probationary period. During this time, the staff member can determine whether or not the position meets his or her expectations, and the supervisor can determine whether or not the staff member has the knowledge, skills and attitude to perform the job satisfactorily.

新职员试用期结束且表现出色时将被雇用。在此期间，职员可以确定该职位是否符合他或她的期望，主管可以确定该职员是否具备圆满执行工作的知识、技能和态度。

A probationary period also applies to permanent staff members who may transfer to new positions within the same department or to a different department. Since these staff members have already completed the initial probation, they would also be entitled to the company disciplinary and grievance procedure.


试用期也适用于可能调动到同一部门的新职位或调到不同部门的固定职员。由于这些职员已经完成了初步试用，所以他们也有权享有公司纪律处分和申诉程序。

All employees are entitled to an evaluation by his/her supervisor on completion of the probationary period.
所有员工在试用期结束后均有权对其主管进行评估。

STATEMENT OF POLICY

政策声明

1. All new employees are required to work on a probationary period prior to being granted permanent employment status.
所有新员工必需在试用期工作期满后才能被授予永久雇佣状况。
2. The duration of the probationary period should be determined in an internal hotel policy, in accordance with the labour law of the country, and should be clearly mentioned in the employee's offer letter.
试用期的持续时间应按照国家劳动法规定根据酒店内部政策予以确定，员工的录用通知书中应明确提到试用期的持续时间。
3. One week before the end of the probation, the Human Resources Manager will write to the head of department highlighting the date on which the probation finishes, attaching a probation evaluation form.
人力资源部经理将在试用期结束前的一个星期，写信给部门主管，强调整试用期结束日期，同时附上试用评估表。
4. The employee's direct supervisor is responsible for conducting the probationary period evaluation at the end of the probation using the company format in appendix 40.
员工的直接上司负责在试用期结束时采用附件40中的公司规定格式进行试用期评估。

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5. Prior to the evaluation, the supervisor should complete the form, sign it and submit it to the department head for final decision and approval; the supervisor will then discuss the evaluation and decision with the employee in question.
 在评估之前，主管应填妥表格、在上面签名，然后提交给部门主管，进行最终决定和审批;然后主管将和被评审的员工一起讨论评估和决定。
6. After the final decision has been made, the employee should sign the form acknowledging that the supervisor has discussed this with him/her.
 在作出最终决定后，员工应在评估表上签字，确认主管已经和自己进行了讨论。
7. Based on the final decision, the Human Resources department will make the necessary correspondence to the employee in question, which will be one of the following:
 人力资源部将基于最终决定向评审中的员工发出必要的函件，其内容为下列之一：
 - a. Confirmation of successful completion of probationary period-Appendix 42.
 确认试用期结束符合条件 - 附件42。
 - b. Extension of probationary period-Appendix 41 (this should comply with the labour law of the country).
 延长试用期 - 附件41（这应按照所在国的劳动法的规定执行）。
 - c. Termination of employment – Appendix 21.
 终止雇佣关系 - 附件21。