

Date: [Insert Date]

To: [Candidate Experience Administrator Name]

From: [Manager Name]

Subject: Probationary Period Goals and Expectations

Dear [Name],

Welcome to the team. This letter outlines the performance expectations and key objectives for your probationary period as a Candidate Experience Administrator, which concludes on [Date].

Core Responsibilities:

- Coordinate and schedule interviews between candidates and hiring managers across various time zones.
- Manage candidate communications, ensuring a professional and timely response to all inquiries.
- Oversee the logistics of office visits, travel arrangements, and technical setups for interviews.
- Maintain accurate data entry within the Applicant Tracking System (ATS).

Performance Milestones:

- **30 Days:** Complete all internal training, gain proficiency in our ATS, and begin managing standard scheduling requests independently.
- **60 Days:** Demonstrate mastery of complex scheduling (panel interviews) and identify one process improvement for the candidate journey.
- **90 Days:** Maintain a candidate satisfaction rating of [Percentage]% and manage the full administrative lifecycle of a candidate without supervision.

Key Competencies:

- High attention to detail in scheduling and documentation.
- Strong verbal and written communication skills.
- Ability to multitask and prioritize urgent requests in a fast-paced environment.

We will meet bi-weekly to discuss your progress and address any questions you may have. We are committed to your success in this role.

Sincerely,

[Manager Signature]

[Manager Title]

Acknowledgment:

I acknowledge that I have received and reviewed these expectations.

Employee Signature: _____ Date: _____