

Date: [Date]

To: [Employee Name]

Position: Recruitment Coordinator

Subject: Probationary Period Expectations and Performance Goals

Dear [Employee Name],

Welcome to the team. As you begin your role as Recruitment Coordinator, this letter outlines the specific expectations and performance standards required during your [Number]-month probationary period ending on [Date].

During this period, your performance will be evaluated based on the following key responsibilities:

- **Sourcing and Screening:** Effectively posting job advertisements and conducting initial phone screenings to identify qualified candidates.
- **Scheduling and Coordination:** Managing interview calendars accurately and ensuring a positive candidate experience through timely communication.
- **Administrative Accuracy:** Maintaining the Applicant Tracking System (ATS) with up-to-date candidate data and ensuring all recruitment documentation is compliant.
- **Communication:** Providing regular updates to hiring managers and collaborating effectively with the HR team.

Your performance will be formally reviewed at the following intervals:

- 30-Day Check-in: [Date]
- 60-Day Check-in: [Date]
- Final Probationary Review: [Date]

Successful completion of the probationary period is dependent upon meeting these benchmarks and demonstrating alignment with company values. We are committed to providing you with the necessary training and support to succeed in this role.

Please sign below to acknowledge that you have received and understood these expectations.

Best regards,

[Manager Name]

[Title]

Employee Acknowledgment:

[Employee Signature]

[Date]