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 SATBAYEV UNIVERSITY	NON-PROFIT JOINT STOCK COMPANY “KAZAKH NATIONAL RESEARCH TECHNICAL UNIVERSITY NAMED AFTER K.I. SATPAYEV”	
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REGULATIONS
ON THE ADAPTATION OF NEW EMPLOYEES
of KazNRTU named after K.I. SATPAYEV
R 029-06-05.3.02 – 2022

Almaty 2022

Approved by Board’s decision dated «_02_»_08_2022. №_10_
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PREFACE

English translation prepared by HR Service of NJSC "Kazakh National Research Technical University named after K.I. Satpayev"

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1 GENERAL PROVISIONS

1.1 The given Regulations on adaptation of employees (hereinafter referred to as Regulations) are the main local normative act regulating the unified procedure for the labor adaptation and development of newly hired employees, young professionals, as well as employees who have received a new position or changed their place of work at K.I.Kazakh National Research Technical University named after Satpayev (hereinafter referred to as University) and involves the transfer of knowledge, skills and experience by more qualified University employees to newly hired employees, young specialists with the purpose to optimize adaptation processes, form the necessary level of qualification of personnel to University requirements.

1.2 The process of labor adaptation includes:

- familiarization with the mission, vision and values of University;
- assimilation of the role and status of the position (workplace) and the place of the unit in the overall organizational structure of University;
- adaptation to the immediate social environment in the team, to the work style of managers and employees, to the peculiarities of interpersonal relations that have developed in the team.

1.3 University staff adaptation procedure is aimed at ensuring the faster entry into the position of a new or appointed employee, reducing the number of errors associated with inclusion in the work, reducing the discomfort of the first days of work and assessing the level of qualification and potential of an employee during their probation period when applying for a job.

1.4 Duration of the adaptation period coincides with the probation period, if it is established at the conclusion of an employment contract with an employee. Adaptation period for some employees may be longer than 3 months, for example, for those in senior positions, full adaptation may take at least a year.

1.5 General management of the work adaptation of newly accepted University employees is entrusted to University's HR Department.

1.6 Regulations were developed in accordance with the provisions of the current legislation of the Republic of Kazakhstan, Charter and other regulatory documents of University.

2 GOALS AND OBJECTIVES OF LABOR ADAPTATION

2.1 Improving the efficiency of the employee's work, speeding up the process of bringing the employee to the required level of adaptation.

2.2 Reducing the number of possible errors associated with inclusion in the work.

2.3 Creating a positive image of the University, reducing the stress of the first days of work.

2.4 Reducing the staff turnover.

2.5 Formation of a new employee's sense of collectivism, involvement in the events taking place at University, and interest in organizational development.

2.6 Developing a high level of motivation for work in a new employee, understanding their role in the success of University.

2.7 Activating the creative potential and improving the effectiveness of employees with work experience by strengthening their involvement in the life of the department and University as a whole.

3 STAGES OF LABOR ADAPTATION

3.1 I-st stage

3.1.1 Registration of documents when applying for a job. The main task of the stage is to formalize an employment relationship with an employee. To do this, the employee, before the release of the employment order, no later than 2 working days from the date of the positive completion of the interview / competition, must provide a full set of documents according to the list, write an application for employment, fill out and sign an employment contract with HR Service.

After the release of the employment order, the new employee must familiarize themselves with the employment order under signature, fill it out in HR Service:

- private personnel record sheet;
- consent to the processing of personal data;

3.2 II-nd stage (primary adaptation), includes:

3.2.1 Familiarization of the employee with University (the history of its foundation, development and achievements), Charter, the mission, the educational services provided, Organizational structure, internal regulations, Collective Agreement, Regulations on remuneration, Code of Corporate Ethics. The given stage with a new employee is conducted by the chief HR manager of HR Service. With a candidate accepted for a senior position, this stage is conducted by the structural unit's head or the supervising vice-rector / Rector or HR Service director.

3.2.2 Getting to know the workplace and the team. After completing all the necessary documents for hiring in HR Department, the new employee is transferred to the immediate supervisor. The immediate supervisor introduces the new employee to the structural unit staff, shows the main premises, workplace, equipment, places of storage of documents, methodological literature and other general materials.

The direct supervisor introduces the new employee to University's Anti-Corruption Policy, Regulations on the structural unit, job description, functions and structure of the unit, the order of interaction of the unit with other structural units of University, determines the tasks of the new employee for the period of their

probation, the degree of their responsibility and criteria for evaluating the success of the adaptation process. The direct supervisor submits an application to open a corporate email and create an account in the educational portal (for TS), introduces the technical means and software products used, and monitors the equipment of the workplace of a new employee.

At the end of the first working week, the chief manager of HR Service / Director of HR Service conducts a conversation with a new employee – monitoring the familiarization of the new employee with regulatory documents, Regulations on the structural unit, job description, responsibilities, creating an account, connecting all necessary programs, familiarization with the individual work program for adaptation period.

There is also a preliminary conversation with the direct supervisor of the new employee.

3.3 III-rd stage (main)

It is characterized by involvement in work, active acceptance of the norms and requirements of University and includes:

3.3.1 Study, analysis and execution of Individual Work Program for the adaptation period within the 1st month (hereinafter referred to as Program) (Appendix 1), received by a new employee under signature on the first working day from the direct head of the structural unit and coordinated with HR Service. The signed and agreed Work Adaptation Program is transferred to HR Department and stored in the employee's personal file.

The given stage involves the full entry of a new employee into the position, i.e. mastering their duties, good orientation at University, its activities and structure. It is fixed in Program's first part, where the results of its execution are recorded. At this stage, the employee's adaptability and learning ability are assessed.

3.3.2 A job evaluation plan. It is designed for the rest of the probation period. A new employee independently draws up a monthly program of their activities, coordinates it with their direct supervisor and HR Services director. The results of its implementation are recorded in the second part of Individual Work Program for adaptation period (Appendix 2).

During this period, the employee's compliance with the position, their professional knowledge, skills, level of performance discipline, potential and the possibility of further growth are evaluated.

3.3.3 Assessment of the employee's activity by the structural unit head in order to timely analyze the difficulties encountered and take measures to eliminate them. If there are results of tasks that are not completed in full (less than 90%), the structural unit head is obliged to immediately correct the work of the employee to eliminate the repetition of mistakes and/or flaws.

In case of systematic (more than 3 times) incomplete fulfillment of the tasks set in the program, as well as the fulfillment of tasks less than 80%, the structural unit head is obliged to immediately inform HR Service director about the unsatisfactory results of the employee's labor adaptation and submit the results of evaluating the employee's performance during the period of labor adaptation to HR Service (Appendix 2).

3.3.4 10 (ten) working days before the end of the probation period, the following documents are submitted to HR Service by the structural unit head:

- new employee's report;
- individual work program with the assessment of its performance, set by the direct supervisor;
- feedback from the direct supervisor on the further activities of the employee, signed by the structural unit head.

3.3.5 5 (five) working days before the end of the probation / adaptation period, all documents with the conclusion of the direct supervisor of the new employee and recommendations of HR Director are transferred to Vice-Rector for Administrative, Social and Educative Work for consideration and final decision.

3.3.6 In case of successful completion of the probation / adaptation period, the direct supervisor verbally informs the new employee about the continuation of employment relationship. HR Department offers a new employee to fill out "Personal professional and service development Plan" (Appendix 3), which is the basis for determining the employee's job interests, possible ways to motivate him, as well as evaluating the achievements and potential of a specialist during certification.

Both documents – "Individual work program for the adaptation period" (with the results, comments and decision of Vice-Rector for Administrative, Social and Educative Work) and "Personal plan for professional and service development" - are transferred to HR Service, copies are attached to the employee's personal file.

3.3.7 If an employee's inconsistency with the position is detected during the probation / adaptation period, the direct supervisor reports this in the memo to the structural unit director. Memo is coordinated with the head of Department of Legal Support and Public Procurement and HR Service director, and submitted to Vice-Rector for Administrative, Social and Educative Work.

If an employee undergoing a probation / adaptation period does not cope with their duties, then at the request of the structural unit head, they may be dismissed under RK LC Article 52, as they did not pass the probation period.

4 CONTROL OF LABOR DISCIPLINE RESULTS

4.1 Control of adaptation results is carried out by the structural unit's direct head.

4.2 Program is considered completed if all the tasks specified in Program are completed with a positive mark and recommendations for continued cooperation are given.

4.3 Program is considered not completed if unsatisfactory results are obtained in assessing the employee's performance during the adaptation period.

4.4 Conclusion may contain one of the following conclusions:

4.4.1 The employee underwent labor and socio-psychological adaptation, in accordance with Adaptation Program, and all the tasks specified in Program were completed with a positive mark and recommendations for continued cooperation.

4.4.2 The employee has not undergone labor and socio-psychological adaptation, in accordance with Adaptation Program and the results of evaluating the employee's activities during the adaptation period and make a decision to terminate the employment contract.

Appendix 1

Individual work program for 1st adaptation period (it is compiled by the structural unit head)

Full name of an employee _____

Position _____

Structural unit _____

Date of employment «____» _____ 20____.

The end date of adaptation period «____» _____ 20____.

Head _____ (decryption of the signature)

Project / task	Planned result	Factual result

Employee assessment for the period from _____ to _____

Comments _____

Date of filling in the review «____» _____ 20____.

Assessment of the employee's adaptability and learning ability

Project / task	Planned result	Factual result	Rating on a 5-point scale	Head

«____» _____ 20____.

Head _____ (decryption of the signature)

Appendix 2

Evaluate the severity of the employee's personal and business qualities

(put a tick next to the selected column)

№	Category	Mark
	1. Performance	
1.1.	He/She is extremely unreliable, often forgets or ignores the instructions given to him/her	
1.2.	He/She is unreliable, forgets about some of the instructions given to him/her, delays the deadlines for completing the tasks	
1.3.	There are delays in completing the tasks for a good reason, which do not have serious negative consequences for work. He/She warns the manager that he/she will not be able to complete the task within the scheduled time.	
1.4.	He/She is reliable, extremely rarely delays the completion of a task, always for a good reason, as the management is warned in advance	
1.5.	He/She is very reliable, always performs the tasks assigned to him/her on time	
	2. Professional knowledge and skills	
2.1.	He/She does not show any desire to expand his/her professional horizons	
2.2.	He/She knows his/her business, but no more than that	
2.3.	He/She understands well and acts within the limits of his/her duties. He/She tries to maintain a professional level	
2.4.	He/She knows his/her job well, never misses an opportunity to learn and try something new	
2.5.	A professional, knows his/her job perfectly. He/She is constantly striving to find something new, to apply it for the benefit at work	
	3. Attitude to work	
3.1.	He/She is uninterested in work, passive	
3.2.	The attitude to work is complex and contradictory, then he/she lights up and is ready to do anything to achieve a result, then he/she is indifferent and passive	
3.3.	He/She treats work as a conscious necessity, does not show much effort, but also does not fail	
3.4.	He/She treats the work with interest, performs it conscientiously and efficiently	

3.5.	He/She lays to heart for the work, strives for an effective solution to any issues. He/She gives all his time and energy to work	
	4. Workability	
4.1.	Low	
4.2.	Below average	
4.3.	Average	
4.4.	High	
4.5.	Very high	
	5. Initiativeness	
5.1.	It does not manifest itself	
5.2.	It rarely manifests itself	
5.3.	It manifests itself in half of the situations	
5.4.	It manifests itself in most cases	
5.5.	It always manifests itself	
	6. The desire to improve working methods, the ability to innovate	
6.1.	It does not manifest itself	
6.2.	It rarely manifests itself	
6.3.	It manifests itself in half of the situations	
6.4.	It manifests itself in most cases	
6.5.	It always manifests itself	
	7. Communication skills	
7.1.	He/She shows aggression or depression. The situation around him/her is tense or too cold. He/She does not seek constructive solutions to issues – either retreats, formally agreeing with everything, or actively protests	
7.2.	He/She does not control his/her emotions well enough, in some cases avoids constructive dialogue due to a bad mood or concentration on something of their own. In favorable situations, he/she strives for constructive solutions to issues	
7.3.	He/She is positive, strives for constructive solutions to issues	
7.4.	He/She is friendly, attentive to the opinions of others, reaches mutual understanding with them	
7.5.	He/She has a positive attitude and controls his/her emotions well. He/She always creates a friendly atmosphere and encourages communication, shows interest in the opinions of others, easily reaches mutual understanding with them	
	8. Ability to coordinate and interact	
8.1.	He/She is unable to coordinate the actions of other people.	

	A typical performer	
8.2.	He/She cannot cope with coordination issues without special collisions and deviations, and acts ineffectively.	
8.3.	He/She is not always able to establish the necessary contacts on his/her own, but he/she strives to establish and coordinate everything, and succeeds	
8.4.	A good coordinator, he/she is able to find acceptable solutions when coordinating the interests of various employees	
8.5.	He/She can easily establish the necessary contacts, coordinate people's actions, and skillfully coordinate their interests	
	9. Analytical skills	
9.1.	He/She analyzes the activity poorly, alludes a lot to external circumstances	
9.2.	He/She analyzes their activities only with external help. The cause-and-effect relationships of phenomena can be seen only with the help of a supervisor	
9.3.	He/She can analyze their activities, understand the causes of problems, and correct the situation	
9.4.	He/She analyzes their activities well. Basically, he/she sees and understands the reasons for achievements and failures, tries to draw conclusions and adjust their activities	
9.5.	He/She analyzes their activities perfectly, clearly sees the reasons for achievements and failures, makes the right conclusions, takes timely measures to change activities	

Assessment of the quality of the work (tasks) performed according to Labor Adaptation Program:

Recommendations for the further work of the employee:

Head (structural unit) _____
 _____ (signature) _____ (decryption of the signature))
 Employee _____
 _____ (signature) _____ (decryption of the signature)

The results of the probation period

(is filled in by HR Service)

Average score _____

Conclusions:

Average score	Potential
Up to 1	He/She does not correspond to the position held
From 1 to 2	Incomplete service compliance
From 2 to 3	In general, he/she corresponds to the position held
From 3 to 4 scores	He/She fully corresponds to the position held
From 4 and above	He/She deserves to be promoted to a higher position

Recommendations _____

Decision _____

« _____ » _____ 20____.

Director of HR Service _____ (decryption of the signature)

Appendix 3

Evaluation sheet

(to be filled in by an employee)

Full name

Structural unit _____

Position _____

Date of going to work « ____ » _____ 20 ____.

Full name of the Head

The question	The answer	The comment
My workplace is prepared properly (account, software, corporate mail, etc.)		
My main responsibilities were clearly stated to me		
I got acquainted with my job description		
I got acquainted with Regulations of my unit		
I was introduced to the team		
I know what results are expected of me		
I know my rights and responsibilities		
I know my work schedule		
I know how to behave in case of unforeseen situations and emergencies		
I actively interact with colleagues within the department/sectors/departments		
I actively interact with other departments		

I know the history, mission, vision, goals and values of University.		
I know the directions of University's development		

What pleased me the most during this time

What surprised me the most during this time

What upset me the most during this time

«_____» _____ 20____.

Employee

(signature)

(decryption of the signature)

Appendix 4

The work plan of a new employee on the first day and the first week**1st working day:**

- Meeting with Chief Manager / Director of HR Department:
 - familiarization with the history of University, Charter, mission, Organizational structure, Internal Regulations, Collective Agreement, Code of Corporate Ethics;
- Meeting with the direct supervisor:
 - acquaintance with the team – under the guidance of the structural unit head;
 - safety instructions;
 - study of the job description;
 - study of business processes and processes of interaction between the joint venture and other structural units.

1st working week:

- Study of the Regulations on the division;
- Study of strategic development plans, goals and objectives of the unit;
- Study of existing training and development programs, drawing up a training schedule and getting to know other structural divisions' heads;
- Clarification from the direct supervisor of the criteria that will be used for the success of the probation period, with the receipt of tasks for this period, recommendations for achieving the set goals;
- Study of the basic rules and regulations of University on University's website. The names of the documents required for study are provided to HR Service.
- Get to know colleagues, learn about the functions and tasks of each of them, discuss working methods and share experiences.

Appendix 5

Personal professional and service development plan

Full name

Structural unit _____

Position _____

Head _____

1. Describe the qualities, skills and knowledge that a specialist in your position needs to perform their job duties most productively. Evaluate the degree of development of these skills on a 5-point scale

Knowledge, skills and abilities	Mark (from 1 to 5)

2. Do you plan to master the above knowledge, skills and abilities more fully? If so, please indicate how and in what time frame are you going to do this?
3. How do you see your place at University in the future (in 3 years, 5 years, 10 years)? What knowledge, skills and abilities do you currently lack to work productively in your planned position?

4. Describe your plans for further professional growth and specify the time frame necessary for it

5. Evaluate on a 5-point scale the degree of influence of the following factors on your desire to work at University:

Factor	Mark
Prestige of University	
Stability of University	
Favorable conditions for professional development	
Career opportunities	
Interesting project / scientific / creative work	
Independence and responsibility of the position	
Friendly team	
Comfortable working conditions	
The possibility of increasing the material well-being	

6. Continue the sentence to get a complete statement:

A. The work of this profile, in my understanding, is

B. I am most interested in my work

C. I think the most important thing in this work is

Г. I need a job to

Д. I think that the main difficulty that awaits me in this job will be

«_ _ _» _____ 20 ____.

Employee

(signature)

(decryption of the signature)

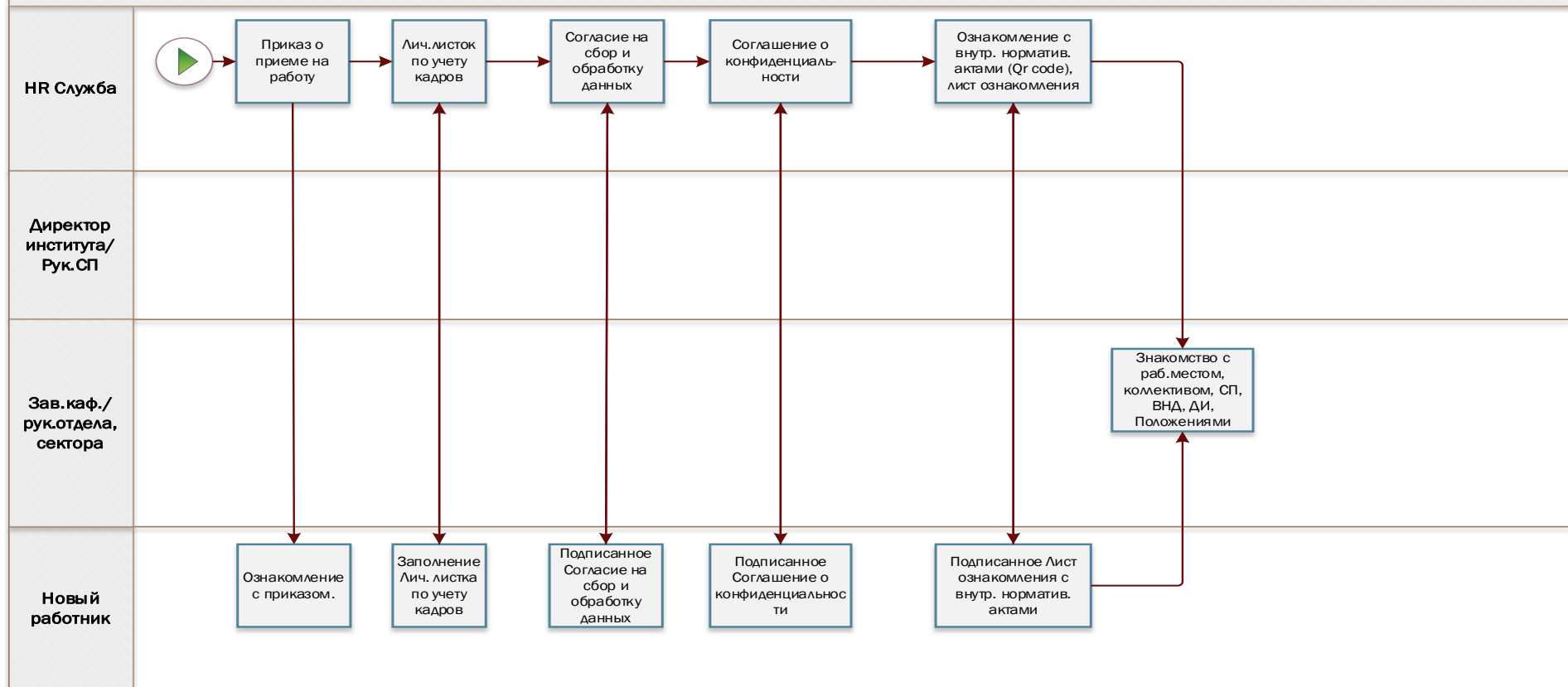
Appendix 6

Feedback form based on the results of the employee's probation period

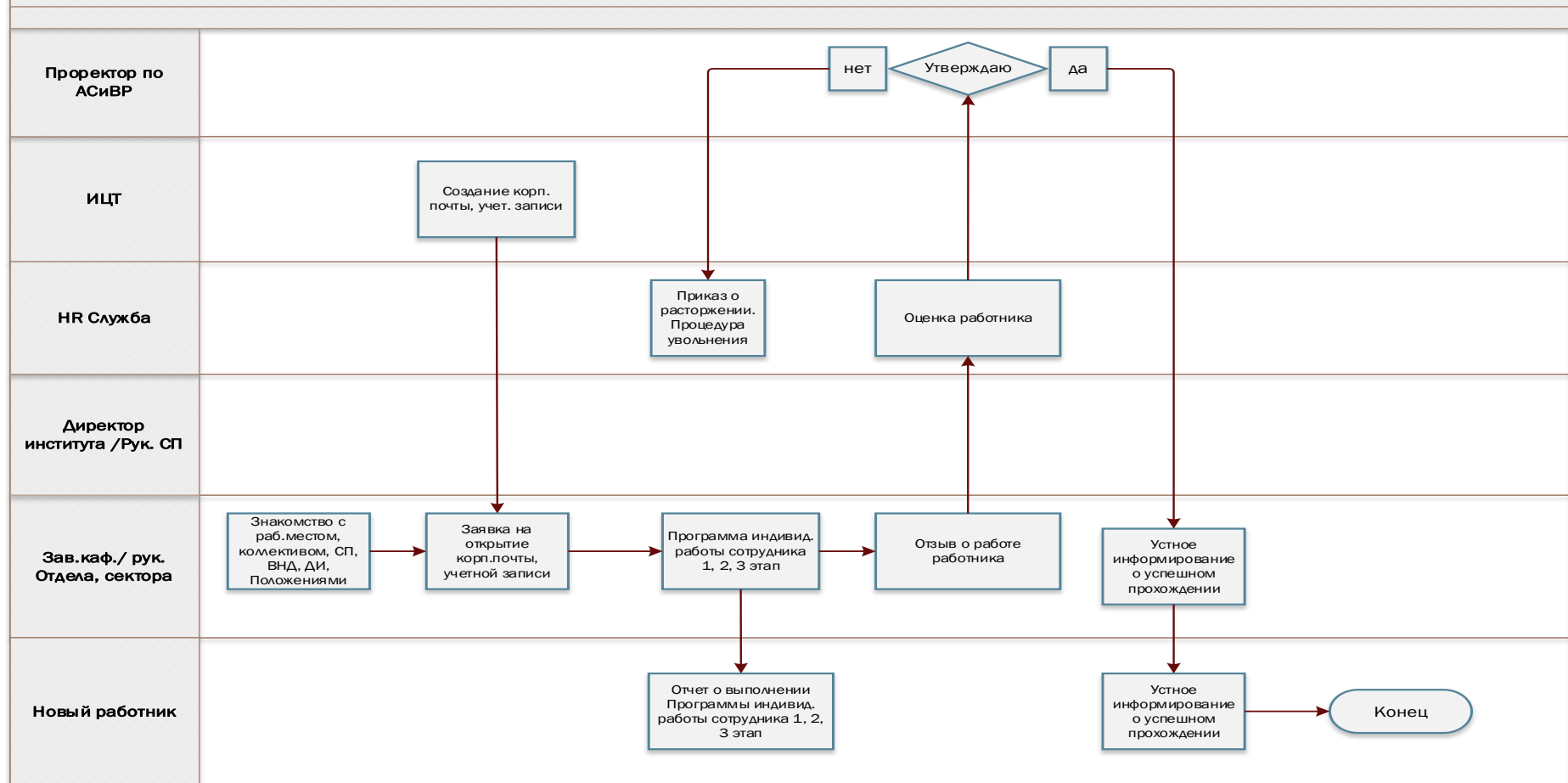
Questions	Employee's wishes	Head's notes
The problems you are facing		
What information are you missing		
Suggestions on the training system for using the internal software and systems		
Suggestions for the probation process		
Overall job satisfaction (on a 5-point scale)		

Business process flowchart

П 029-06-05.3.02 –2022 «Персонал». БП Адаптация. Этап 1. Оформление на работу



П 029-06-05.3.02 –2022 «Персонал». БП Адаптация. Этап 2. Адаптационный период



REGISTRATION SHEET ON CHANGES

Serial number of the change	Section, item of the document	Type of the change (to replace, cancel, add)	Notification number and date	The change was made	
				Date	Surname and initials, signature, position
a 1.	title list	cancel	21.06.2023 a 1.	3	Bolgashina G. Ch. manager
a 2.	3 Ch. 3.3.5	replace	a 2 from	✓	
	3 Ch. 3.3.6	replace	29.07.		
	3 Ch. 3.3.7	replace	2024		Bolgashina G. Ch. manager.
	Appl. 1	add.			