Employer

Last updated – DATE

Probation Policy

Employer

CONTENTS

[2. Scope 4](#_Toc63772104)

[3. Principles 4](#_Toc63772105)

[4. Process and Procedure 4](#_Toc63772106)

[5. Probation Review Meetings 4](#_Toc63772107)

[6. Interim Probation Review Meetings 5](#_Toc63772108)

[7. Final Review Meeting – Six Months 5](#_Toc63772109)

[8. Satisfactory Completion of Probation Period 6](#_Toc63772110)

[9. Extension to Probationary Period 6](#_Toc63772111)

[10. Termination of Employment – Unsuccessful Probation Period 6](#_Toc63772112)

[11. Review of decisions 7](#_Toc63772113)

[12. Roles and Responsibilities of Employees 7](#_Toc63772114)

[13. Roles and Responsibilities of Managers 8](#_Toc63772115)

[14. Roles and Responsibility of Human Resources 8](#_Toc63772116)

[17. Monitoring and Review 9](#_Toc63772117)

1. **Policy Statement**
   1. This policy covers [Employer’s] practice on probationary periods for all employees.
   2. Managers and employees are advised to familiarise themselves with the policy to ensure that they are aware of the expected standards of performance and conduct.
   3. In this Policy, “the Company” means [Employer].

# Scope

* 1. This policy and procedure applies to all employees of the Company. It is designed to ensure prompt, reasonable and consistent treatment for all employees.
  2. This policy is not contractual, but there should be provision in all employee contracts of employment stipulating that confirmation of appointment is subject to successfully passing the probation period.

# Principles

* 1. All employees are required to satisfactorily complete a probationary period. The initial probation period is usually six months, but the actual period will be specified in the employee’s contract of employment.
  2. The probation policy usually excludes employees appointed following a ring-fenced interview or assimilation as part of a restructure.
  3. The probation policy is intended to help new employees establish their suitability for the appointment and to provide a period for the employees to ‘settle in’.
  4. The probation period should be a constructive process that assists managers to determine whether the employee is suitable for their new post. It provides a framework that enables managers to assess the performance of new employees, and to provide any necessary support if needed.

# Process and Procedure

* 1. The Company’s probation policy will work alongside the induction process with relevant support and guidance provided throughout the monitoring period.
  2. Through one to one’s and performance reviews, managers will assess the employee’s knowledge and skills in the new role and provide coaching, support and guidance throughout their probationary period to enable them to reach the required standards.
  3. Managers should keep a record of all one-to-one meetings.

# Probation Review Meetings

* 1. Probation review meetings will need to be carried out at regular intervals during the probation period; usually, this is when the employee has completed periods of one, three and six months. There may be further review meetings held where the Company has concerns about the employee’s performance or conduct.