

EMPLOYEE PROBATION POLICY

Policy Title	Employee Probation Policy
Policy Owner	<i>This may be the Board, CEO, Human Resources Manager or equivalent</i>
Policy Approver	<i>This may be the Board, CEO, Human Resources Manager or equivalent</i>
Related Policies	<i>Name any other policies related to the Employee Probation Policy</i>
Related Procedures	<i>Name any other procedures related to the Employee Probation Policy</i>
Storage Location	<i>Detail where the policy is stored, including digital and physical locations</i>
Effective Date	<i>List the date the policy came into effect</i>
Review Date	<i>List the date the policy is to be reviewed</i>

PURPOSE

The Employee Probation Policy governs the probation process for all employees at *(insert organisation name)*.

SCOPE

This policy applies to all employees.

DEFINITIONS

Probation: a process which allows *(insert organisation name)* to assess the suitability of an employee for the role they have been offered.

(insert any other definitions specific to your organisation)

POLICY STATEMENT

(Insert organisation name) is committed to delivering on organisational objectives through an empowered, skilled and high performing workforce. To ensure this all employees will be involved in a robust probationary process that meets good practice guidelines.

(Insert organisation name) recognises that probation plays an integral role in ensuring an effective recruitment and selection process.

The content of probation meetings will remain confidential between the supervisor and probationary employee except for agreed actions and goals, or where the disclosure of the information is consented to or required by law.

(insert any other policy statements specific to your organisation)

PROCEDURE OVERVIEW

This policy is accompanied by the Employee Probation Procedure that provides detailed information on the process of probation at *(insert organisation name)*.

The Employee Probation Procedure details the persons responsible for supervision.

REVISION HISTORY

Version	Change	Author	Date of Change