

EMPLOYEE PROBATION PROCEDURE

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

PURPOSE

The Employee Probation Procedure details the probation process for all employees. The procedure also details the roles and responsibilities associated with probation.

SCOPE

This procedure 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)

RESPONSIBILITIES

The *(insert responsible person's role title)* has responsibility for ensuring all employees are aware of the organisation's probation procedure and their responsibilities under the procedure.

The *(insert responsible person's role title)* will delegate different parts of the probation process to other members of the *(insert organisation name)* team who will be responsible for probation. Anyone who has been delegated responsibility by the *(insert responsible person's role title)* to conduct an aspect of probation must comply with the Employee Probation Policy and this procedure.

Both supervisors and probationary employees have a responsibility to participate in the probationary process and recognise it as an important part of their accountability to the organisation.

(Insert organisation name) values high performance in the workplace. Probation plays a critical role in ensuring clear expectations of performance and identifying areas for improvement.

(Insert organisation name) prides itself on being a workplace of choice and recognises probation as a powerful means of ensuring employees feel supported in the workplace and appropriately skilled employees are appointed to the right roles.

(Insert any other responsibilities specific to your organisation)

PROCESS

The probationary process (*insert organisation name*) at includes the following steps:

- Provision of the policy and procedure for probation to new employees during the induction process.
- Initial probation meeting is held between the supervisor and probationary employee to agree on and document expectations.
- Ongoing supervision and regular feedback is provided against the agreed expectations.
- Decision by the supervisor on the suitability (or otherwise) of the probationary employee.
- Appointment of the probationary employee or action taken to address any deficiencies.
- If deficiencies not resolved formal appointment of the employee may not occur.

There are three formal occasions for discussing and reviewing probation performance and these are supported by regular and ongoing supervision and feedback.

1. Initial probation meeting – this involves establishing and documenting agreed key goals (key performance indicators) for probationary employees to achieve during probation.
2. Mid-point probation meeting – to ensure probationary employee has a clear understanding of their performance relative to KPIs and any areas for development.
3. Final probation meeting – a thorough review is conducted at the end of the probationary period to appraise the performance of the probationary employee over the probationary period. This final probation meeting is a precursor to successful ongoing employment.
4. (*Insert any other probation processes specific to your organisation*)

Per the Employee Probation Policy, 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.