

# OADBY & WIGSTON BOROUGH COUNCIL PROBATION POLICY AND PROCEDURE JUNE 2014

TU approval	GMB: 7 July 2014 Unison: 7 July 2014
Committee approval	Policy, Finance and Development Committee: (22 July 2014)
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EIA	15 June 2014



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## PART 1: Introduction

This policy relates to all new employees and existing employee who are newly appointed to a role and shall be subject to the satisfactory completion of a probationary period. During this period, employees shall be expected to demonstrate their suitability for the post to which they are recruited.

The Council shall ensure that staff are made aware of the standards expected of them and are provided with appropriate support, training and feedback where necessary to achieve these standards.

A probationary period is normally for a period of 6 months during which the performance, conduct and attendance of the employee will be assessed by their Line Manager against the particular requirements of the role, the Council's values and behaviours and expected levels of attendance and punctuality. During the probationary period the employees performance, conduct and attendance will be reviewed by their Line Manager at months 2, 4 and 6 and details of these reviews will be recorded within standard documentation.

Where necessary, additional support and development opportunities will be provided to the employee by the Line Manager. A decision about whether the probationary period has been successfully completed will normally be made at the 6 month review meeting, of which point the employee may be confirmed into post. Should there be significant concerns highlighted at earlier review stages, and there is no evidence of the required improvement being made, a decision to dismiss the employee or to extend their probationary period may be taken by the Line Manager in consultation with the Head of Service and HR.

The purpose of a probationary period, together with other measures, such as an induction and a Personal Development Plan (PDP), is to provide a consistent means by which new employees can be supported to become effective as quickly as possible and to enable a Line Manager to objectively assess the capability, attitude and potential of the new employee.

Sickness absence during the probationary period will be dealt with in line with the Council's Sickness Absence policy and procedure. Where an employee has a substantial amount of absence due to sickness during their probationary period, their Line Manager may extend the duration of the probationary period or consider terminating their employment in consultation with the Head of Service and HR.

## PART 2: Scope

This policy and procedure does not apply to agency workers, casual workers or employees on secondment.

If an employee is on a fixed term contract for the duration of 6 months or less, the appointment is subject to a probationary period for the duration of their contract. However if the fixed term contract is then extended the probation period will not be applicable after the initial 6 months. For example, if an employee is on a 6 month fixed term contract and the employee completed work to a satisfactory standard at

the month 6 review, if there is a further extension to the fixed term contract then they will no longer be subject to the probationary period.

Existing staff who take up new posts within the Council will also be subject to a probationary period in their new role as will employees who join the Council due to the application of the Transfer of Undertakings Protection of Employment regulations. This is on the basis that an employee will be resigning from one post (within the Council) to take up a new post (with the Council) which will be subject to a new employment contract. The employee must be advised that if the employee does not complete a successful probation it could lead to the employee no longer having employment with the council.

Whilst implementing this policy and procedure, the Council is committed to promoting an environment where employees can work without fear of being intimidated, harassed or bullied. Every employee of the Council has a responsibility to treat colleagues with dignity and respect. For more information regarding this please refer to the Equality and Dignity at Work policy and procedure.

During the probationary period, an employee will not be subject to the Capability policy and procedure and this Probation policy and procedure shall apply instead.

Normal standards of conduct apply to employees during their probationary period and any breaches of the disciplinary rules will be dealt with in line with the Disciplinary policy and procedure.

It should also be noted that this policy and procedure does not apply to:

- Termination by reason of redundancy
- Resignation by the employee or other termination by mutual consent
- Termination by way of conduct that amounts to an act of gross misconduct
- Agency of casual workers
- Employees on secondment

This policy and procedure forms part of the Employee Handbook and is available on the intranet. It will also form part of the induction process of new employees. The policy and procedure does not form part of the normal terms and conditions of employment of any employee.

The Council reserves the right to change the terms of this policy and procedure from time to time in order to comply with legislative requirements or as otherwise necessary, following appropriate consultation with Unions in cases of substantial variation.

## PART 3: Equal Opportunities

The Equality Act 2010 provides the legal framework to combat unlawful discrimination and provides Public Authorities with general and specific duties relating to equality. The Council will do its utmost to uphold these duties and will always have due regard for the requirement to:

- Eliminate discrimination, harassment, victimisation and any other conduct that is prohibited by or under the Equality Act.
- Advance equality of opportunity between persons who share a protected characteristic and persons who do not share it;
- Foster good relations between persons who share a protected characteristic and persons who do not share it.

The Council is committed to having a dignified and respectful working environment which includes and encourages all staff to develop and make progress.

This policy and procedure enhances the Council’s approach to equality by ensuring openness and transparency.

## PART 4: Roles and Responsibilities

Line Managers	<p>Make it clear what is expected of the employee.</p> <p>Set realistic and achievable targets at the earliest possible opportunity and monitor these through the process, including conducting month 2, month 4 and end of probation reviews, identifying areas of effective performance and any areas of performance that fall below the required standard.</p> <p>Provide appropriate training and mentoring to support the employee in meeting the requirements of the post and the standards expected by the Council.</p> <p>Devise a Personal Development Plan (PDP), identifying SMART objectives.</p> <p>Identify where performance and/or conduct is not satisfactory at the earliest possible opportunity and to meet with the employee being clear about the required improvement, the relevant timescales and any appropriate support or intervention to assist improvement.</p> <p>If necessary seek advice from HR, particularly in cases of extension or termination.</p> <p>Ensure implementation of and adherence to this policy and procedure in a sensitive, positive and supportive manner.</p>
Employees	<p>Employees have a contractual responsibility to work to the required standard, achieving a level of performance which is set out by the Council.</p> <p>Demonstrate their suitability for the post to which they have been appointed.</p> <p>Engage fully in their induction, the setting of their objectives and</p>

	<p>standards and monitoring of performance and conduct to develop their skill and knowledge to carry out their role to the highest possible standard.</p> <p>Bring all relevant issues which may affect their work and performance to the attention of their Line Manager.</p> <p>Attend meetings to discuss any aspects of their performance or conduct which are considered unsatisfactory as requested to do so and respond constructively to any feedback given.</p>
<p>HR</p> <p>Corporate Resources</p>	<p>It is the role of the HR to advise and support Line Managers in the application of this policy and procedure to ensure its consistent application.</p> <p>HR will notify Line Managers when probation reviews are due.</p> <p>HR will regularly review and revise this policy and procedure, and deliver training and awareness sessions to promote and embed the policy and procedure.</p> <p>Where assistance from HR is unavailable or not permissible a suitably trained officer from Corporate Resources will be nominated to assist.</p>
<p>Trade Union or workplace colleague</p>	<p>Employees will be entitled to be accompanied by a Trade Union (TU) representative or a workplace colleague to support them during any meeting.</p> <p>The TU representative or workplace colleague may raise issues on behalf of the employee but are not permitted to answer any questions asked of the employee unless agreed by all parties.</p>
<p>Occupational Health</p>	<p>If a health issue is affecting the employees performance during the probationary period, they may be referred to Occupational Health (O/H) for assessment. The Council reserves the right to refer employees to O/H providers other than its current approved provider.</p>

## PART 5: Induction

In order to ensure that a new employee is given an effective induction into the Council, Line Managers should complete the Stage 1 of the induction process and HR will complete the Stage 2 of the induction process. Stage 3 of the induction process shall contain details of pertinent information and links to certain other relevant information to be considered by the employee in their own time as part of the induction process will be accessible through Employee Self Service.

### **Induction – Stage 1 (Line Manager)**

The first stage of the induction process is carried out by the employees Line Manager. It will be started on the employees first day of employment and should be completed in full no later than their first month of service.

Line Managers should discuss the employees role within the service area, introduce them to their new colleagues and give the employee a tour of the building, including the location of the fire exits and extinguishers, affording them the opportunity to meet all other members of their team. Other areas which must be covered include current workload and priorities of the service area; specific health and safety issues; reporting procedures; general “house” rules; lunch-time rota systems; telephone arrangements; photocopying codes; emergency evacuation procedure; and an overview of the performance management framework and any other relevant service area practises and policies.

The requirements of the job and specific performance expectations are outlined to the employee during this stage of the induction process. During the first week of employment the Line Manager will meet with the new employee and, using appropriate information such as the employees job description, person specification and service delivery plan, the Line Manager will outline the following: -

- The purpose of the probationary period.
- Set out a number of SMART objectives and competencies that they are required to meet by set dates within their probationary period.
- Identify what training, mentoring and development will be provided to support their objectives and performance.
- What planned meeting / discussions will take place to review their progress in line with the Employee Performance Management Policy
- Set dates for monthly 121s
- Devise a Personal Development Plan (PDP)

This will establish a baseline against which to measure the employees progress throughout their probationary period and should be recorded on the stage 1 induction form.

During this first stage of induction, the employee will complete the PDP (see Part 6, below) and will be set their SMART objectives for their probationary period.

### **Induction – Stage 2 (HR)**

**1<sup>st</sup> week** - stage 2 commences within the first week of employment and is delivered by HR. It works alongside the Stage 1 induction and covers a general overview of the Council, its service area’s and organisation structure. It will also include general and personal terms and conditions of employment; HR policies and procedures; outline health and safety matters including the Council’s emergency evacuation procedure; Equal Opportunities and Customer Care; corporate training and development opportunities; appraisals; and the overall benefits of working for the Council.

A workbook will be issued to new employees during the first week of their employment, which includes information on some of the key standard procedures and expectations employees need to be aware of during the early stages of their employment. Employees should ensure that they work through the required sections of the work book prior to meeting with HR.

**2<sup>nd</sup> week** - HR will schedule a meeting with all new employees within the first 2 weeks of their employment. This second stage of the induction process will give employees the opportunity to ask any questions or raise any points concerning their employment with the Council.

The nominated Health and Safety Officer or HR in the absence of such officer, will introduce a health and safety training programme that forms part of this Stage 2 induction process, to introduce fire evacuation procedures, fire safety, first aiders, the reporting of accidents and incidents and to undertake employees DSE (Display Screen Equipment) assessments.

Employees will be required to sign a declaration confirming they have received and understood the Stage 2 induction process. There will be ample opportunity to raise any questions or concerns, and appropriate training and material will be available to employees to assist throughout this process.

The Stage 2 induction process should be completed within the first month of employment for new starters.

### **Induction – Stage 3 (Employee Self Service)**

This third and final part of the induction shall give details of pertinent information and procedures for the employee to consider and review in their own time in order to complete the induction process and familiarise themselves with the Council's structure, procedures, values and strategy. The below links will be accessible through Employee Self Service. This third stage should be completed within 5 working days of the completed stage 2 induction.

This will include details and a link to the following:

- Constitution
- Corporate Plan (detailing the 7 corporate priorities)
- Corporate Risks
- Corporate Warning Register
- Contract Procedure Rules
- Financial Regulations
- Directory of Councillors
- Committee structure and calendar of meetings
- Committee report template
- Team Agenda
- 121 form
- Annual appraisal document
- Equality Impact Assessment (EIA) guidance note
- Data Protection Act /Freedom of Information procedural note
- Policies/ content guidance note
- Procurement Strategy



- Complaints policy
- Member Enquiry protocol
- Staff Group – Terms of reference
- Unions membership details

It is important that all new employees read and understand the above information to make themselves aware of Council structures, procedures, values and strategies, such that all employees are working effectively and consistently as a coherent team 'one team, one vision, one spirit, one Council'.

## PART 6: Personal Development Plan

During the first month the Line Manager will assist the employee identify any immediate learning/development needs e.g. systems training and customer care training. The steps that are required to form the PDP are highlighted below.

The Line Manager must discuss with the employee their job role and responsibilities and assess how they contribute to the effective service delivery of the service area and the Council's Corporate Priorities. Also consider the current and planned areas of work in which the Line Manager would like the employee to become involved.

Identify and agree the development needs which have to be addressed.

Arrange these into a PDP which clearly sets out the development needs, how they are to be addressed, timescale involved and the method of evaluation. S M A R T Objectives should be Specific, Measurable, Achievable, Realistic and Timed.

- **Specific** - Do you know exactly what you want to accomplish with all the details?
- **Measurable** - Can you quantify your progress so you can track it?
- **Achievable** - Is your objective a challenge but still possible to achieve?
- **Realistic** - Is your objective realistic and within your reach?
- **Timed** - Does your objective have a deadline?

The PDP should concentrate on initial development needs to enable the employee to meet the basic requirements of the job.

The completed objectives will assist the Line Manager to monitor and develop the employees performance. It is important to hold review sessions with the employee to monitor their progress, these objectives can be reviewed in the 121's but should also be reviewed formally in month 2, 4 and 6 of the probation period, please refer to Part 7 for further details.

This PDP should be used as the basis for the employees probation period, see **Appendix A**.

## PART 7: Probation Review Meetings

Formal probation review meetings are held at months 2, 4 and 6. When holding formal review meetings with the employee to discuss their performance, the Line Manager will allow the discussion to be a 2-way process, providing the employee the opportunity to comment on their experience.

Although it is stated that probationary reviews will be held at months 2, 4 and 6 it is recognised that it might not always be possible to hold such meetings on the exact date upon which they fall due, owing to factors such as pre-booked annual leave, sickness and the needs of the service. It is therefore recognised that the probationary reviews at months 2, 4 and 6 should be conducted as close as is reasonably possible to the respective month of the employees employment, but that they need not necessarily be held on the exact corresponding date.

The contents of all probationary review meetings should be recorded on the respective review forms, copies of which are annexed at **Appendices B-D**. These form should be signed as a true record of the probationary review meeting by the employee and the Line Manager; a secondary authorisation will be required from the Head of Service, for the 6 month review.

At any point during the probation period or at a review stage, if issues of performance or behaviour are identified, the Line Manager or Head of Service is advised to contact HR.

## **2 Month Review**

Approximately 2 months after the start of the appointment, the Line Manager will hold a formal probation review meeting with the employee to discuss their progress and review the objectives set in the PDP, ensuring the employee understands what is required of them in terms of their performance. Any shortfall in performance needs to be identified/raised to the employee but with consideration being given as to the potential reason for the shortfall which could for example be due to inadequate supervision or training.

Attention should be drawn to any points of concern so remedial action can be taken in good time. The review is designed to alert the employee, their Line Manager, the Head of Service and HR to any problems.

## **4 Month Review**

Approximately 4 months after the start of the appointment, a second probation review will be held. At this point, the Line Manager should review the SMART objectives given in the PDP and discuss the performance of the employee to date and / or any improvements that need to be made. Again, any shortfall in performance needs to be identified/raised to the employee but with consideration being given as to the potential reason for the shortfall which could for example be due to inadequate supervision, training and mentoring.

## **6 Month Review**

In order to formalise the probation the Line Manager is required to complete the 6 month probation review. At this stage, Line Managers should review the employees performance over the last 6 months and review the SMART objectives set from the PDP.

The three options available are:

- Confirm the probationary period as satisfactory.
- Extend the probationary period to allow further time for the individual to meet the job requirements, up to a 4 month period.
- Terminate the employment due to the probationary period being unsatisfactory.

**This stage needs to be carried out in consultation with HR.**

## PART 8: Successful Probation Period

Where the employees performance during their probationary period has proved satisfactory, their appointment should be confirmed by the Line Manager and approved by the Head of Service. The documentation should then be returned to HR such that a confirmation into post letter can be sent to the employee.

Where the employee has performed satisfactorily during the year, they receive an automatic pay increment and move to the next salary scale point within their pay band. This increment is awarded on 1 April of each year provided that the employee has completed a minimum of 6 months of service, up to the maximum scale point within their pay band. It follows that an employee who starts employment after 2 October will receive an increment after 6 months, rather than on 1 April, provided that they successfully complete their probation period.

## PART 9: Extension to a Probation Period

In certain circumstances, the probation period may be extended for a further period of no more than 4 months. In extreme cases where there is likely to be a risk to the Council, staff or customers, the period given for improvement will be no more than 4 weeks. The justifiable reasons for extending a probation period are:

Where there is a good reason why it has not been possible to assess an employees performance during the initial probation period of 6 months, for example the employee has been absent for a significant proportion of this period.

Where the required improvement has not been made, but where further time, for example to attend appropriate training courses, is likely to facilitate such improvement.

The frequency of review meetings during this extended period shall be every month, see **Appendix E** for a template.

Before extending an employees probation period, the Line Manager must consult with their Head of Service and HR. If an extension to the probationary period is agreed, the Line Manager will discuss and confirm the terms of the extension with the employee at the 6 month probation review.

If there is an extension to a probationary period the employee will not receive an increment until they have successfully completed their probation period.

The outcome of the meeting must be communicated in writing to the employee and should include:

- The length of the extension and the date on which the extended period of probation will end.
- The reason for the extension and, if the reason is unsatisfactory performance, details of how and why the performance has fallen short of the required standards.
- The performance standards or objectives that the employee is required to achieve by the end of the extended period of probation.
- Any support, for example further training and mentoring that will be provided during the extended period of probation.
- Written confirmation that, if the employee does not meet fully the required standards by the end of the extended period of probation, his/her employment will be terminated.

## PART 10: Ending employment in the Probation Period

If the Line Manager considers there has been insufficient improvement from the employee by the review date, they should seek advice from HR. If the advice from the HR is that there is sufficient evidence of performance or conduct being below the required standards or objectives after the employee has been afforded a reasonable opportunity to improve then a meeting should be set up with the employee at which they may be dismissed with the appropriate notice.

The employee should be given at least 5 working days notice in writing of the formal meeting which they must make every effort to attend. The employee must be advised of their right to be accompanied either by their Trade Union representative or workplace colleague. The meeting will only be re-arranged (and if so only once) if the employee or representative can provide an appropriate and commensurate reason why they are unable to attend.

The meeting should take place in private and the Line Manager should have fully prepared for the meeting, such as records of 121's, previous probation review forms and training records. The meeting will be chaired by the Line Manager with a HR representative present who will provide advice.

Where the Line Manager, having received HR advice, concludes that the employees performance or conduct has been below the required standard and that this will not improve within a reasonable period of time they will dismiss the employee with the appropriate notice which is ordinarily 1 week or 1 month if the employee has 6 months of continuous service.

The outcome of the meeting must be communicated in writing to the employee within 5 working days.

## PART 11: Representation

During standard probationary review meetings where the outcome is expected to be satisfactory based on the previous month's monitoring, it would not normally be necessary for the employee to be accompanied by their Trade Union representative or workplace colleague.

However, where the progress is unsatisfactory and / or the outcome of the meeting is in question, the Line Manager should be accompanied by a HR representative and the employee given 5 days notice in writing of the meeting and advised of their right to be accompanied either by their Trade Union representative or work place colleague.

## PART 12: Appeals

Employees do not have the right to appeal against the outcome of the probation period except for those with 2 years of continuous service, should refer to the Disciplinary policy and procedure which outlines the right of appeal.

The appropriate procedure for making an appeal against the decision to dismiss is set out in Part 18 of the Disciplinary policy and procedure.

## PART 13: Review and Monitoring

This policy and procedure will be reviewed jointly by Trade Unions (on behalf of the employees) and management team on a biennial basis.

In the case of the appendices being changed following training, the Head of Corporate Resources shall have delegated authority to make such updated changes, without Trade Union consultation.

## PART 14: Consideration of Alternatives

Nothing in this policy and procedure shall prevent the parties discussing, at any stage, other ways of resolving the matter such as both parties agreeing to a mutually acceptable termination whereby contractual notice may be waived.

## PART 15: General

Probation review meeting forms, sample letters and assistance with letters sent to employees as a result of this procedure will be available from HR on request.

## PART 16: Note

Throughout this policy and procedure the responsibilities of “Line Managers” applies equally to Supervisors.

For the purpose of this policy and procedure where assistance from HR is unavailable or not permissible a substitute from Corporate Resources will be nominated to assist.

At all times those who have access to email facilities will receive all communication under this policy and procedure marked “Private and Confidential” through this means.

For those employees who do not have access to email facilities or who are absent from work through sickness or otherwise, communication under this policy and procedure, marked “Private and Confidential” will be delivered by hand or by first class post.

## Probation Policy and Procedure

### APPENDIX A – Personal Development Plan

#### Personal Development Plan

Name:		Job Title:	
Service area:		Date of review:	
Start date:		Line Manager:	

***S M A R T*** Objectives should be *Specific, Measurable, Achievable, Realistic and Timed*. Please ensure that all personal development objectives are linked to 1 of the 7 **Corporate Priorities**

What are my development SMART objectives?	Corporate Priority	What activities do I need to undertake to achieve my objectives?	What support/resources do I need to achieve my objectives	How to measure my objectives?	Actual date for achieving my objectives?


**Review Date(s):**                    **Month 2.....**                    **Month 4.....**                    **Month 6.....**

**Employee Signature: .....**                    **Dated: .....**                    **Manager Signature: .....**                    **Dated: .....**



# Probation Policy and Procedure

## APPENDIX B – Month 2 Review Form

### Probation Review Form – Month 2

**Private & Confidential**

Name:	
Job Title:	
Service area:	
Date of review:	
Start date:	
Line Manager:	

#### **Section 1**

Please comment on the following key areas by selecting the appropriate score.

**1= Excellent, 2= Good, 3= Satisfactory, 4= Requires improvement**

Please note where an employee is marked '4' a comment to identify the specific standard or level of improvement is required.

<b>Key Area</b>	<b>Score</b>	<b>Comments</b>
Attendance/timekeeping		
Communication Skills		
Service Delivery		
Team Work		
Personal Qualities (as identified on the post specification)		
Level of Contribution		
Overall Performance		
Overall Behaviour		

#### **Section 2**

Number of days off due to health issues in last 2 months  
(please refer to the Sickness Absence Policy & Procedure).

Please provide your assessment as to the employee's general suitability for the post (please circle)

<b>Satisfactory</b>	<b>Unsatisfactory</b>	<b>Unsuitable</b>
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**Section 3**

Please provide an update on the objectives set within your Personal Development Plan.

Objective Number	Current Progress	Target Date

**Section 4**

Training requirements

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**Section 5**

The employee should be encouraged to comment upon their probation experience.

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Any shortfall in performance needs to be pointed out to the employee but with consideration being given as to the potential reason for the shortfall which could for example be due to inadequate supervision or training.

Signed:(Employee)	Date:
Signed:(Manager)	Date:
Date of next probation review meeting (month 4)	Date:

**Please return all completed forms to the HR team in a sealed envelope marked 'Confidential'**

# Probation Policy and Procedure

## APPENDIX C – Month 4 Review Form

### Probation Review Form – Month 4

Private & Confidential

Name:	
Job Title:	
Service area:	
Date of review:	
Start date:	
Line Manager:	

#### Section 1

Please comment on the following key areas by selecting the appropriate score.

**1= Excellent, 2= Good, 3= Satisfactory, 4= Requires improvement**

Please note where an employee is marked '4' a comment to identify the specific standard or level of improvement is required.

Key Area	Month 2 Score	Month 4 Score	Comments
Attendance/timekeeping			
Communication Skills			
Service Delivery			
Team Work			
Personal Qualities (as identified on the post specification)			
Level of Contribution			
Overall Performance			
Overall Behaviour			

#### Section 2

Number of days off due to health issues in last 4 months  
(please refer to the Sickness Absence Policy & Procedure).

Please provide your assessment as to the employee's general suitability for the post (please circle)

<b>Satisfactory</b>	<b>Unsatisfactory</b>	<b>Unsuitable</b>
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**Section 3**

Please provide and update on progress made on the objectives within your Personal Development Plan

Objective Number	Current Progress	Target Date

**Section 4**

Training requirements

**Section 5**

The employee should be encouraged to comment upon their probation experience.

Any shortfall in performance needs to be pointed out to the employee but with consideration being given as to the potential reason for the shortfall which could for example be due to inadequate supervision or training.

Signed:(Employee)	Date:
Signed:(Manager)	Date:
Date of next probation review meeting (month 6)	Date:

**Please return all completed forms to the HR team in a sealed envelope marked 'Confidential'**

# Probation Policy and Procedure

## APPENDIX D – Month 6 Review Form

Name :		Service Area :			
Job Title:		Line Manager :			
Date Appointed :		Period Covered by Report:	From:	To:	
<b>ABILITY OF EMPLOYEE TO ACHIEVE STANDARD REQUIRED</b>			<b>Good</b>	<b>Adequate</b>	<b>Poor</b>
Ability to undertake duties on Job Description					
Ability to cope with workload					
Quality of work produced					
Acceptance of variety of tasks					
Performance of alternative tasks					
Physical capability					
Mental ability					
Relationship with colleagues					
Dealing with general public					
Attendance					
Timekeeping					
Behavior					
Number of days Sickness Absence :					
Is this employee handicapped in performing his/her duties?	] If yes, please ] give further ] details	YES		NO	
Does this employee need increased supervision?		YES		NO	
Does this employee need additional training?		YES		NO	
<b>WHAT DO YOU RECOMMEND?</b>					
Confirm the probationary period as satisfactory					<input type="checkbox"/>
Extend the probationary period to allow further time for the individual to meet the job requirements <i>(please complete the extension to probation period review form)</i>					<input type="checkbox"/>
Terminate the employment due to the probationary period being unsatisfactory					<input type="checkbox"/>
<b>ADDITIONAL REMARKS / REASONS</b>					

Signed: _____ Employee	Signed: _____ Manager	Signed: _____ Head of Service	
<b>FOR USE WHEN PROBATION PERIOD NEEDS TO BE EXTENDED –</b>			
Interview Date :		Proposed Extension to Probation :	
Details of Advice Offered at Interview :			
Signed .....	Signed.....	Signed .....	
Manager	Head of Service	HR Team	

**Please return all completed forms to the HR team in a sealed envelope marked 'Confidential'**

## Probation Policy and Procedure

### APPENDIX E – Extension to a Probation Period Review Meeting Form

#### Extension to a Probation Period Review Form

Name:	
Job Title:	
Service area:	
Start date:	
Line Manager:	

Duration of Extension:	1 month	2 months	3 months	4 months
Date of month 1 review:				
Date of month 2 review:				
Date of month 3 review:				
Date of month 4 review :				

**Service reason for extension:**

**Action Plan**

Development required	Action	Support/ Training provided	Deadline

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Please comment on the employee's performance in order to meet the job requirements.

**Month 1**

Comments:

Please comment on the employee's performance in order to meet the job requirements.

**Month 2**

Comments:

Please comment on the employee's performance in order to meet the job requirements.

**Month 3**

Comments:

Please comment on the employee's performance in order to meet the job requirements

**Month 4**



Comments:

**Overall feedback**

Comments:

**Outcome:**

Confirm the probationary period as satisfactory

Terminate the employment due to the probationary period being unsatisfactory

Signed:(Employee)	Date:
Signed:(Manager)	Date:
Date of next probation review meeting (month 6)	Date:

**Please return all completed forms to the HR team in a sealed envelope marked 'Confidential'**