**Professional staff probation form**

This form is designed to provide a record of the staff member’s performance and conduct over the initial period of employment and should be completed in accordance with the University’s probation policy and procedure. This form is confidential and should be retained in a secure manner at all times.

EMPLOYEE DETAILS

Overview

The probation process facilitates conversation about performance expectations, feedback and required support for new staff members in the initial period of employment.

Whilst the process generally includes three review meetings, a continual dialogue between a staff member and their manager about performance expectations and progress will support the staff member to perform at their best.

**3 PROBATION MEETINGS:**

1. An initial discussion to plan performance objectives which should take place within two weeks of the staff member’s commencement;
2. A mid-point review (where the probation period is three months or longer); and
3. A final review no later than one month before the end of the probationary period.

**FOR EACH MEETING:**

* The supervisor makes an assessment on whether performance expectations are being met, partially met, or not met
* The supervisor provides comments to support the assessment
* The staff member provides a response to the assessment

**RECOMMENDATION:**

After the last meeting the supervisor makes a recommendation (below) to either confirm or terminate employment to the Executive Dean/Head of Office.

|  |  |
| --- | --- |
| Name |  |
|  |  |
| Staff number |  |
|  |  |
| Position |  |
|  |  |
| Dept./Unit |  |
|  |  |
| Faculty/Office |  |

SUPERVISOR DETAILS

|  |  |
| --- | --- |
| Name |  |
|  |  |
| Position |  |

REVIEW MEETING PLAN

Plan the dates of the three review meetings:

|  |  |
| --- | --- |
| Meeting 1 |  |
|  |  |
| Meeting 2 |  |
|  |  |
| Meeting 3 |  |

PROBATION RECOMMENDATION

NEXT STEPS

If employment is confirmed, advise the staff member of confirmation of employment and forward the completed documentation to your relevant HR Client Services team representative to finalise.

If termination of employment is recommended, please advise your HR Client Services team to assist you in this process.

**Supervisor**

Recommendation:

 Appointment be confirmed

 Employment be terminated

###### Name

###### Signature

###### Date

**Executive Dean / Head of Office**

Approval:

Approved

Not approved

###### Name

###### Signature

###### Date

MEETING 1: OBJECTIVES AND EXPECTATIONS

**PERFORMANCE OBJECTIVES**

What are the performance objectives(s) and how will they be measured?

|  |
| --- |
|  |

**SUPPORT REQUIREMENTS**

What are the agreed activities to assist and support the staff member in meeting expectations within the probationary period?

|  |
| --- |
|  |

###### Supervisor name

###### Signature Date

###### Staff member name

###### Signature Date

MEETING 2: REVIEW PERFORMANCE AND FEEDBACK

**SUPERVISOR**

The staff member is:

####  meeting expectations

####  partially meeting expectations

 not meeting expectations

(Contact your HR Client Services team to discuss)

Describe how the staff member is meeting / not meeting expectations:

|  |
| --- |
|  |

Describe what the staff member could do to improve:

|  |
| --- |
|  |

**STAFF** **MEMBER**

Provide a response to the supervisor’s comments:

|  |
| --- |
|  |

###### Supervisor name

###### Signature Date

###### Staff member name

###### Signature Date

MEETING 3: FINAL REVIEW

**SUPERVISOR**

The staff member has:

####  met expectations

####  partially met expectations

 not met expectations

(Contact your HR Client Services team to discuss)

Describe how the staff member has met / not met expectations:

|  |
| --- |
|  |

**STAFF MEMBER**

Provide a response to the supervisor’s comments:

|  |
| --- |
|  |

###### Supervisor name

###### Signature Date

###### Staff member name

###### Signature Date

NEXT STEPS

**PROVIDING A RECOMMENDATION**

After completing the third formal probation meeting, the supervisor is to provide a recommendation (on page 1) and submit to the Executive Dean or Head of Office for approval.

If termination of employment is recommended, please advise your HR Client Services team to assist you in this process.