

PROBATION PERIOD GUIDE FOR MANAGERS / TEAM LEADERS

Purpose

To ensure that new employees' ongoing employment suitability is adequately assessed during the qualifying period. The initial few months of employment are crucial to ensure that all newly appointed staff are adequately inducted, trained and prepared for ongoing employment. The qualifying period of employment provides an opportunity to assess the skills of new employees and their suitability for ongoing employment.

Qualifying Period Review

All employees will be notified in their letter of offer that a six month qualifying period applies to their position.

Within the first three months, the Manager/ Team Leader has responsibility to:

- Monitor the performance and behaviour of new employees (with an initial assessment to be made at the completion of three months);
- Ensure the new employee attends all the sessions in the Employee Induction Program & complete the Induction Checklist (see [The Source – Induction](#))
- Develop a Performance Development Plan (PDP) with the employee for the first year ahead (see [The Source – Performance, Development and Planning \(PDP\)](#))

Process

Organisation Development will send a reminder to the relevant manager / team leader three months after the commencement date of employment. A final reminder will be sent two weeks prior to the completion of the Qualifying Period. A confirmation of employment notification will automatically be sent to the employee at six months (upon completion of the Qualifying Period) unless otherwise advised.

Concerns

Performance issues should be identified as early as possible and appropriate support and training provided. Should any issues or concerns continue Organisation Development should be consulted to ensure appropriate action is taken prior to the completion of the qualifying period.

Should a new employee's overall performance be deemed unsuitable for ongoing employment, the Manager or Team Leader must contact Organisation Development to ensure that the consideration and termination of the employment relationship is within the qualifying period and is lawful. Termination can only be authorised and affected in accordance with Council's delegations.