Month 1-3

Agree objectives for probationary period.
They should be SMART (Specific, Measurable, Achievable, Realistic and Time-bound)

Regular reviews:
Is performance satisfactory?

YES:
Provide feedback to probationer and continue regular reviews.

NO:
Discuss with probationer where performance is not of required standard.
Set objectives, with appropriate timescales, to demonstrate when performance will be up to standard.
Meet regularly to review progress against objectives, providing feedback.
Month 4

If probationer demonstrates the knowledge, experience and skills required to carry out this role:

- Complete probation assessment form accordingly and return to College HR Team.
- College HR Team will send probation assessment form to line manager.

Then:

- Is performance satisfactory?
  - Yes: College HR Team will write to probationer to confirm successful completion of probation.
  - No: Probationer has not demonstrated the knowledge, experience and skills required to carry out this role:
    - Discuss with College HR Officer before taking further action.
    - Ensure probationer is aware that if they do not meet the required standards, they will not be confirmed in post.

If probationer is making good progress and is likely to be able to demonstrate the knowledge, experience and skills required to carry out this role by the end of the probation period:

- Continue regular reviews with final review prior to end of review period.
- Probationer is making good progress and is likely to be able to demonstrate the knowledge, experience and skills required to carry out this role by the end of the probation period:
- Carry out final review of performance, indicating where performance is not at required standard, using evidence, and ask if Probationer has anything to add in support of their case.
- Inform probationer that follow-up meeting will be arranged to confirm outcome of probation.

Then:

- Line manager will meet with probationer to confirm outcome of probation.
- College HR Team will confirm outcome in writing.
Month 5-6

**Final review:**
Has probationer demonstrated the knowledge, experience and skills required to undertake this role?

**Probationer has not had full opportunity to demonstrate the knowledge, experience and skills required to carry out this role, i.e. due to absence, or requires some more support but is likely to be able to do so soon.**
Probation period may, exceptionally, be extended for up to 3 months to assess performance. This must take place before the end of the original probation period.
Regular reviews against objectives should continue.

**NO, probationer has not demonstrated the knowledge, experience and skills required to carry out this role:**
Carry out final review of performance, indicating where performance is not at required standard, using evidence, and ask if Probationer has anything to add in support of their case.
Inform probationer that follow-up meeting will be arranged to confirm outcome of probation.

**Line manager will meet with probationer to confirm outcome of probation.**
College HR Team will confirm outcome in writing.

**YES, probationer demonstrates the knowledge, experience and skills required to carry out this role:**
Complete probation assessment form accordingly and return to College HR Team.

College HR Team will write to probationer to confirm successful completion of probation.