



Non-academic probation: Guidance for line managers

Process

All new Research staff and staff in the Technical and Management, Professional and Administrative job families are required to complete a 6 month probationary period. The purpose is to allow the University to assess the ability and performance of support and research staff. Alternative arrangements are in place for research and teaching staff.

Month 1-3

You should agree some objectives within the probationer during the first two weeks. These should be linked to the main duties of the post and be SMART (Specific, Measurable, Achievable, Realistic and Time-bound). Based on assessment against these objectives, you should be able to determine whether the probationer is demonstrating the key knowledge, experience and skills required to undertake this role, by the end of the probationary period. The probationer should be given the opportunity to carry out all aspects of the role that occur during the review period to allow you to fully assess their performance in this role.

You should meet with the probationer regularly to review their performance against the objectives, provide feedback and discuss any areas that require further support and/or development. It is recommended that these reviews take place at least monthly during the probationary period.

If there are areas where the probationer is not performing to the required standard, these should be discussed and it should be made clear where improvement needs to be made in order to meet the required standard and the timescales under which improvement is expected.



Non-academic probation: Guidance for line managers

Process (Continued)

Month 4-6

The College HR Assistant will send you a probationary assessment form. If the probationer has already demonstrated that they have the knowledge, experience and skills required to undertake this role, you should complete the assessment form accordingly and return it to the College HR Assistant. The College HR Team will confirm that the probationer has successfully completed their probationary period in writing, following receipt of this assessment form.

If the probationer has not yet demonstrated that they have the knowledge, experience and skills required to undertake this role, please discuss this with the College HR Officer in the first instance in order to agree an appropriate course of action.

The attached flow chart shows the stages of the probationary period. If you have any questions about this process, please do not hesitate to contact the College HR Team on 0141 330 4056.



Non-academic probation: Guidance for line managers

Carrying out regular reviews

During the probation period, the line manager should meet with the probationer regularly to review performance and address any areas for improvement, including considering any additional support or training that may be required.

The regular reviews should provide an opportunity to discuss the probationer's performance in the role and consider any areas in which you and/or probationer feel that further support and/or development are required.

The discussion should focus on progress against objectives in line with the knowledge, experience and skills required to undertake the role and providing feedback to the probationer on their performance during the probationary period. This should be a two-way discussion so you should also give the probationer an opportunity to outline how they would review their performance and ask them to identify any areas in which they feel further support would be beneficial.

If further support/development is identified, this should be arranged as soon as is practical.

If there are areas in which improvement is required, it should be made clear to the probationer what improvement is required and the timescales in which this should be achieved. Reviews should continue to assess performance against these objectives.

If it seems unlikely that the probationer will be able to demonstrate the knowledge, experience and skills required to undertake the role by the end of the probationary period, please discuss this with the College HR Officer as early as possible.