Process Diagram – Probation Process

This diagram is intended to provide a high-level overview of the typical probation process. More detailed information can be found within the Managing Probation policy.

New Employee Starts

1. **Induction Meeting**
   - Commence Probation Online Form

2. **Routine Management & ongoing review**

3. **First Review Meeting** (2 months)
   - Update Probation Online Form

4. **Second Review Meeting** (3–4 months)
   - Update Probation Online Form

5. **Final Review Meeting** (month 6)
   - Update Probation Online Form

Approaching end of probation period

Has performance been satisfactory?

- Yes: **Employee Appointment Confirmed**
  - Finalise Probation Review Form

- No: Issue written invite to Final Review Meeting*
  - Minimum of 5 days notice
  - *Seek HR Support

Further review meetings should be held as necessary during the extended probation period however extensions should not normally take the probation period beyond 9 months. As the 9-month point approaches, the steps around the Final Review Meeting should be followed again (as outlined in section 9 of the Managing Probation policy) in order to determine whether or not the appointment is to be confirmed.

No

- No: Verbally communicate the outcome and the full reasons for it
  - Issue letter of dismissal

Yes

- Yes: Employee Dismissed