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 → Induction Meeting → Routine Management & ongoing review → First Review Meeting (2 months) → Routine Management & ongoing review → Second Review Meeting (3 – 4 months) → Routine Management & ongoing review

Induction Period

Approaching end of probation period

Has performance been satisfactory?

Yes → Final Review Meeting (month 6) → Issue Template Letter – Confirmation of Probation Completion → Employee Appointment Confirmed

No → Is the probation period to be extended?

Yes → Final Review Meeting (month 6) → Verbally communicate the outcome and the full reasons for it → Issue letter of dismissal → Employee Dismissed

No → Finalise Probation Review Form

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.