

EMPLOYEE FACTSHEET

PROBATIONARY PERIOD

The probationary period is an important part of your employment journey. We want you to be successful in your role and this factsheet explains what you need to know about this stage and what you can expect.

What is the probationary period?

The probationary period is a set amount of time at the beginning of your employment, typically lasting 6 months. During this time, we assess:

- Your suitability for the role.
- Your ability to meet performance and conduct expectations.
- Any additional training or support you may need.

What are the key stages of the probationary period?

Your Line Manager will support you throughout your probation to ensure you have a positive start. Here's what to expect:

| Stage | What Happens |
|---------|--|
| Day 1 | Initial Meeting: Your Line Manager will set objectives, explain expectations, and discuss support available to you. |
| Month 1 | Progress Review: A check-in to discuss your initial experience, address concerns, and provide feedback. |
| Month 3 | Mid-Probation Review: A more in-depth discussion about your progress and any additional support needed. |
| Month 5 | Final Review: A summary of your progress before the probation ends and a decision is made. |

What are the potential outcomes of the probationary period?

At the end of your probationary period, one of the following outcomes will occur:

- **Confirmation of Employment:** If you meet expectations, your employment will be confirmed.
- **Extension of Probation:** If more time is needed to assess your performance, the probation may be extended (for an additional 3 months).
- **Termination of Employment:** If you don't meet the role's requirements despite support, your employment may end.

Will I be provided with regular support and feedback in between formal meetings?

Your line manager will provide regular feedback and guidance during one-to-one meetings. These meetings are your opportunity to:

- Discuss your progress. Look at what has gone well and what needs improvement.
- Raise any challenges or concerns. Understand the blockers and barriers to your achievement.
- Request support or training. Agreeing a plan to support you.

What can you do to succeed?

- **Be proactive:** Ask questions, seek clarification and be honest and ask for help when needed.
- **Stay engaged:** Actively participate in discussions and take on feedback.
- **Focus on learning:** Use this period to develop your skills and understand your role fully.

Is there any Document?

We will complete a Probationary Period Review Document during your probation, recording your progress and any agreed actions. The document become a record of your progress in the company. This document will remain part of your employee record.