

# Probation Review Process

Probationer

Reviewer

HR

Objective Setting

Set up Probationer on the system

Reviewer and Probationer work to set objectives for probation together

Objectives are recorded in the online system

Mid- Probation Review

Reminder of Mid-probation review date

Complete the probation review form

Set the review date with probationer

Share with reviewer

Review form and meet with probationer

Discuss any changes to form

Make Changes if required

Finalise Mid-Probation review and further objectives

If there are any issues talk to HR

End of Probation Review

Reminder of End of probation review date

Complete the probation review, looking back at achievements and training

Set the review date with probationer

Once complete share with reviewer

Review form

Make changes to the form if required

Meet to discuss probation period and future plans

Finalise probation and set PDR objectives

Inform HR that probation has completed

Letter confirming completion of probation

If it is decided that the probationary period has not been passed then please inform HR.