

Staff Connect Self Service User Guide Employee Probation

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1.0	27/06/2018	P&C	Initial draft
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OVERVIEW

The Employee Probation form will be created for continuing or fixed term professional and academic staff members and manages the staff member's initial and up to six months probation review, aligned to the industrial minimum employment period. In addition, where a professional or academic staff member's probation period is the length of the fixed term which is less than 6 months, the 6 Month Probation Review process (which is a final review) will be followed.

This means the initial review will occur at:

- 3 months for professional staff
- 6 months for academic staff (continuing and fixed-term)

The creation of the form is automated, based on the probation dates stored within the staff member record and initiated by an **overnight batch process**. Notification will occur 21 days prior to a three month probation date and six weeks prior to a six month probation review date.

When the form initiates, it will be an assigned task for the **appropriate supervisor** and notification will be an **email notification** also with a **link to the form**.

At this initial review, the supervisor will consider the staff member's performance and behaviour during their initial months of employment and be required to make a timely response regarding the staff member's probation and employment. A discussion with the staff member would normally occur at this time to provide feedback on their performance including their progress toward meeting the probation criteria and core competency requirements.

The options provided in the Employee Probation form will be based on the staff member's employment and probation type as outlined below.

Professional Staff Probation Options

1. Options for the supervisor to select at the initial **3 Month Probation Review** include:

a. Confirm Probation (Early confirmation)

If 'Confirm Probation' is the selected and submitted response, the probation outcome result will flow directly into the P&C/Payroll system to update the staff member's record. The staff member will receive an email to advise them of their confirmation of employment and this completes the probation process for the staff member.

b. Probation Continues (to a 6 month probation review)

If 'Probation Continues' is the selected and submitted response, a similar process outlined above will occur prior to the end of the staff member's probation period. See step 2 below.

c. At risk or not meeting

If 'At risk or not meeting' is the selected and submitted response, the form will be assigned to a P&C staff member to support the supervisor in undertaking the required actions for the next review.

2. Options for the supervisor to select at the **6 Month Probation Review** (if 'Probation Continues' was selected at the 3 month probation review) include:

- a. **Confirm Probation**

If 'Confirm Probation' is the selected and submitted response, the probation outcome result will flow directly into the P&C/Payroll system to update the staff member's record. The staff member will receive an email to advise them of their confirmation of employment and this completes the probation process for the staff member.

- b. **Non Confirmation**

If 'Non confirmation' is the selected and submitted response, the form will be assigned to a HR staff member to support the supervisor in undertaking the required actions.

Academic Staff Probation Options

1. Options for the supervisor to select at the initial **6 Month Probation Review** include:

Fixed Term Academic Staff (with a 6 month probation period)

- a. **Confirm probation**

If 'Confirm Probation' is the selected and submitted response, the probation outcome result will flow directly into the HR/Payroll system to update the staff member's record. The staff member will receive an email to advise them of their confirmation of employment and this completes the probation process for the staff member.

- b. **Non Confirmation**

If 'Non Confirmation' is the selected and submitted response, the form will be assigned to a P&C staff member to support the supervisor in undertaking the required actions.

Fixed Term Academic Staff (with a 12 month probation period)

- a. **Confirm probation (Early confirmation)**

If 'Confirm Probation' is the selected and submitted response, the probation outcome result will flow directly into the P&C/Payroll system to update the staff member's record. The staff member will receive an email to advise them of their confirmation of employment and this completes the probation process for the staff member.

- b. **Probation Continues (to a 12 month probation review)**

If 'Probation Continues' is the selected and submitted response, a further probation review/s will need to occur prior to the end of the staff member's probation period. See step 2 below.

- c. **At risk or not meeting**

If 'At risk or not meeting' is the selected and submitted response, the form will be assigned to a P&C staff member to support the supervisor in undertaking the required actions.

- d. **Non Confirmation**

If 'Non Confirmation' is the selected and submitted response, the form will be assigned to a P&C staff member to support the supervisor in undertaking the required actions.

Continuing Academic Staff

a. Probation Continues

If 'Probation Continues' is the selected and submitted response, a further probation review/s will need to occur prior to the end of the staff member's probation period. See step 2 below.

b. Non Confirmation

If 'Non Confirmation' is the selected and submitted response, the form will be assigned to a P&C staff member to support the supervisor in undertaking the required actions.

2. The Employee Probation form will not be created for subsequent academic probation reviews.

Fixed-term Academic Staff who have their probation continue at the 6 month probation review will be notified by email to commence their Final (12 month) Probation Review with their supervisor using the [Final Probation Review Form for Fixed-term Academic Staff](#) until an online form is available for this purpose on Staff Connect.

Continuing Academic Staff who have their probation continue at the 6 month probation review will be notified by email to commence their Mid Point or Final Probation Review with their supervisor using the [Formal Probation Review Form for Continuing Academic Staff](#) until an online form is available for this purpose on Staff Connect.

The following University policies apply to this form:

[Probation for Professional Staff](#)

[Probation for Fixed Term Academic Staff](#)

[Probation for Continuing Academic Staff](#)

COMPLETING AN EMPLOYEE PROBATION ONLINE FORM

1. In the **notification email** click on the link to the open the form.
2. **Review** the staff members details displayed on the form and ensure all information is correct.
3. Note the Probation **due date** and **probation type**.
4. Discuss your recommended option with the staff member, and provide feedback on their performance including their progress toward meeting the probation criteria and core competency requirements.
5. Indicate (using supplied dropdown) the **recommended probation outcome**.

The screenshot shows a web form for completing an employee probation. It contains the following sections:

- Probation Due Date:** A date input field with the value "10 Aug 2018" and a calendar icon.
- Probation Type:** A dropdown menu with the selected value "6 Month Probation".
- Manager Recommendation:** A dropdown menu with the selected value "Probation Continues".
- Comments:** A text input field containing the text "Minimum employment period probation successful|".

At the bottom right of the form, there are two buttons: "Finalise" and "Save".

6. Click **Save**.
7. Click **Finalise**
8. **Submit** the form