Probation Policy

Most staff have a six-month probationary period before your employment is confirmed as permanent. Sessional workers usually have a probation period of three months. This enables us to:

- Ensure that you are given the appropriate opportunity, time and support to integrate into our way of doing things
- Allow you time to become familiar with the expectations of the role
- Check your overall suitability for the job
- It is also a period for you to check that this career choice is right for you

You will meet with your manager regularly during your probation:

- Once a month for the first three months
- One meeting between four and five months
- A meeting at the end of the probation period (six months)

There might be reasons this period needs to be extended. If that happens your manager will be very clear about the ways in which you haven't been performing well enough and how this needs to change. You will agree improvements or adjustments to the way you are working and how they will assist you to do this. If this doesn't happen then we may have to terminate your employment for unsuccessful completion of probation.