

**Probationary Review Process**

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| **New Starter Day 1**   * People Support to explain probation review process to employee * People Support to populate 3 review dates into line manager’s diary * Line manager to explain targets and/ or performance expectations during the first 6 months |

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| **1 Month Review**   * Line Manager to arrange review time and date with employee * Line Manager to print out probation review 1-month form * Line Manager to complete review * Line Manager to give completed form to People Support * People Support to scan form onto employee’s electronic personnel file |

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| **3 Month Review**   * Line Manager to arrange review time and date with employee * Line Manager to print out probation review 3-month form * Line Manager to complete review * Line Manager to give completed form to People Support * People Support to scan form onto employee’s electronic personnel file |

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| **6 Month Review**   * Line Manager to inform People Support ahead of review if employee’s probation is to be failed or extended * Line Manager to arrange review time and date with employee * Line Manager to print out probation review 6-month form * Line Manager to complete review * Line Manager to give completed form to People Support * People Support to scan form onto employee’s electronic personnel file * People Support to produce letter for employee confirming outcome * People Support to update the employee database * People Support to update Payroll with any pay changes as agreed in offer of employment |