**Killarney**

**HR & Payroll**

Damien McCarthy Assoc. CIPD Tel: 086-1936752

E: [info@killarneyhrb.ie](mailto:info@killarneyhrb.ie) W: [www.killarneyhrb.ie](http://www.killarneyhrb.ie) Knockinane West, Kilcummin, Killarney, Co. Kerry

**The Probationary period – a guide for employers**

Most permanent contracts of employment should provide for a probationary period, usually of six months in duration. The purpose of a probation period is to allow the employer a fixed period of time to evaluate the suitability of the new employee for their role based on performance and behaviour.

## Key points for successful probation management:

* Plan your probation period as part of the On-boarding process for all your new hires.
* Include in the employees contract that employment is subject to a probation period.
* Ensure you have clearly set out the length of time for the probation period and that the probation can be extended, and for how long.
* Have procedures on how you will manage issues during the probation period – specifying how you will implement your disciplinary procedures during this period or have a separate probation procedure.
* Have regular review points during the probation period to give feedback and guidance on performance or company standards.
* Whatever your defined procedures are, ensure you apply and follow them fairly during the probation period, this may well come under scrutiny if it is examined afterwards.
* Document and file each stage of the process, where applicable; meetings, warnings, extensions, confirmations, terminations.
* Manage the probation process in a timely manner – if the period of probation passes and you have not confirmed anything with the employee, it may be too late to commence probation procedures a month or so after the probation end date.

**For help, support and advice on the above or on any of your HR & Payroll needs please feel free to contact us.**

**HR Consultancy - Payroll outsourcing - Employment Contracts - Policies & Procedures - Performance Mgt.**