

# Probation Policy

*'Name of the Company' believes that every company requires a policy that allows a brief period for the employees to get comfortable with the organization. This time allows both the employer and the employee to decide whether the other one is the right choice or not.*

## Purpose

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This policy describes the provisions regarding the probationary period for the recruits.

## Scope

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This policy applies to all the fresh recruits of the company.

The current employees who have been promoted to a higher position are eligible for probation.

Current employees who are being disciplined for various reasons are also eligible for probation.

## Definition

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For this policy, the probationary period can be defined as the time-frame that lies between signing the employment contract and receiving the status of a permanent employee.

It is an exploratory time when the employer evaluates whether the employee is suitable for the organization or otherwise.

The employee under probation is given continuous training and evaluation to learn the new work profile and improve upon it.

The employer or supervisor decides whether the employee is good enough for the organization or not by the end of such a probationary period.

The employer/ supervisor makes this decision based on the following criteria:

- The expertise, capability, and skills of the employee at work.
- The employee's development on given assignments.
- Their dependability, loyalty, and other essential personality qualities.

- The employee's behavior towards the colleagues, supervisors, and subordinates.

The criteria mentioned above are to be documented.

The supervisor/ employee's decision will be final.

## Termination during Probationary Period

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If the employee is considered improper for the organization during his probationary period, they may be terminated.

This type of termination doesn't require the employer to give a statutory prior warning.

The employee can be terminated without cause or with cause as the situation may be.

Termination may take place BEFORE the conclusion of the probationary period.

The employer or supervisor has the right to fire the employee due to an unsatisfactory evaluation process or for inappropriate employee behavior.

The employee will be notified about such dismissal in written format.

The document should specifically mention the reason for such termination, along with the date of dismissal.

In case the employee needs to be fired after the probationary period, the company should follow the provisions of the employee termination policy thereof.



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