



# GRIFFITH COLLEGE

## HR PROBATION POLICY

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4 END OF THE PROBATIONARY PERIOD



# GRIFFITH COLLEGE

## HR PROBATION POLICY

### 1. STATEMENT

It is the policy of the College that all newly appointed are subject to a probationary period. The length of the probationary period is 6 months, **unless in exceptional circumstances when it would be in the interest of the staff member and following consultation with the HR Department**, and in this case no longer than twelve months. During the probationary period, the College and the staff member reserve the right to terminate the agreement in line with the [Minimum Notice and Terms of Employment Act 1973 - 2005](#).

The Line Manager will conduct up to two formal probationary review meetings during this period. The completed Probation Report Form will be a record of the meeting. Each Line Manager should request a Probation Report Form from the HR Department.

### 2 GENERAL STATEMENT

A probationary review is an evaluation of an individual's performance in terms of their knowledge, skills and behaviour and ensures that the staff member is aware of the expected standards of performance for the post as outlined in the job description. It gives the Line Manager an opportunity to proactively manage performance and address any deficits at an early stage. It assists the manager to establish the suitability of the staff member to successfully discharge the full range of duties of the job to the required standards.

The Line Manager is responsible for carrying out probationary review meetings with all newly appointed staff.

A staff member's probationary review meetings shall take place every two months during the six months probationary period. If the Line Manager identifies any problems during the probationary period they will meet with the staff member to discuss these shortcomings and identify how the required standards can be achieved. In such instances, more frequent probationary review meetings may take place to evaluate performance. This will allow the staff member an opportunity to improve with the guidance of the manager.

The Line Manager may discuss the matter with a member of the HR Department prior to a probationary review meeting.

The Probation Report Form serves as a formal record of the meetings held during the probation period.

If an employee avails of certain categories of protected leave during the probationary period (e.g., maternity, adoptive, carer's, paternity, parental, parent's or statutory sick leave), then the probationary period shall be extended by the employer for the duration of the employee's absence.



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### 3 PROCEDURE

The manager shall obtain a Probation Report Form from the HR Department.

As part of the Departmental Induction, the Line Manager will inform the staff member of:

- The probationary period
- The probationary process
- The standards the probationer must achieve

The Line Manager will arrange a meeting with the staff member within two to three months of the staff member's start date. The purpose of the meeting is for the Line Manager to review the staff member's attendance and progress.

For any area which falls below the standard required an action plan with a specified timeframe will be discussed, agreed and documented on the form. This action plan will assist the staff member reach the expected standards.

The Line Manager will encourage the staff member to raise any issues of concern with the staff member at this meeting so that they can be addressed.

The Line Manager shall complete the Probationary Report Form and the staff member will be given the opportunity to add comments.

The Form shall be signed by both parties. However, the review remains valid should the staff member decline to co-sign the form.

A copy of the Form shall be given to the staff member if requested.

The date and time for the next probationary review meeting will be agreed upon in line with any action plans to be completed.

If the staff member is not reaching the standard expected, the manager must discuss the matter with a member of the HR Department.

Save where the staff member's probationary period has been extended by a statutory leave period, he final probationary review meeting will take place **no later than 5 months and two weeks from the staff member's start date.**

Each completed and signed Probation Report Form is forwarded to the HR Department for recording and placing on the staff member's HR file.

### 4 END OF THE PROBATIONARY PERIOD



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The Line Manager will inform the staff member during their final probationary review meeting whether the staff member has successfully passed their probationary period or not.

If, however, the staff member has not completed the probationary period satisfactorily, the following procedure will apply:

The Line Manager will discuss the matter with a member of the HR Department prior to the final probationary review meeting.

The Line Manager will meet the staff member to inform them that their employment will be terminated and to outline the reasons for this decision.

The HR Department shall write to the staff member confirming this action and the termination date.

If you are dismissed while you are on probation or undergoing training, the Unfair Dismissals Acts 1997–2015 will not apply, once:

The contract of employment is in writing and

The probation or training lasts for one year or less and is specified in the contract

## 5 REVIEW OF POLICY

The College reserves the right to review, update, amend, replace or delete this policy. The policy will be reviewed on an ongoing basis and it is the responsibility of each staff member to ensure that they keep themselves up to date.

***GRIFFITH COLLEGE***

***Human Resources Department***

***Probation Report Form***



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NAME	JOB TITLE	DEPARTMENT	REVIEW DATE

### PART 1

All staff members have a contracted probationary period of 6 months **(which may be extended for a maximum of a further 6 months in accordance with the Probation Policy and subject to prior approval by the HR Department)**.

Please indicate the relevant review period

Initial Probationary Review Meeting (within two months) from \_\_\_\_\_ to \_\_\_\_\_ Second Probationary Review Meeting (four months) from: \_\_\_\_\_ to \_\_\_\_\_

Other Probationary Review Meetings (if applicable) on or before 5 months and two weeks)from: \_\_\_\_\_ to \_\_\_\_\_ Date of other Probationary Review Meeting(s) \_\_\_\_\_

Part 2 below shall be completed for each Probationary Review Meeting

### PART 2

Rating	Definition
Meets expectations	Level of performance achieved meets the standards of the job



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Does not meet expectations	Demands of the job are not being met
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Meets Expectations	YES NO		EVIDENCE TO SUPPORT	ACTION PLAN FOR NEXT MEETING
	YES	NO		
<b>1. PERSONAL</b>				
Communications i Oral ii Written				
<b>Interpersonal relationship with</b>  Students/visitors  Line Manager  Colleagues				
<b>Team-player</b>				
<b>Interest and enthusiasm in work</b> , as perceived by the line manager				



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Initiative - Puts forward ideas, anticipates and acts as required				
Attendance    i Attendance    ii Punctuality				

2. Sick Leave – Number of sick days during this assessment period \_\_\_\_

**Meets Expectations**

YES NO

3. PROFESSIONAL/TECHNICAL			EVIDENCE TO SUPPORT	ACTION PLAN FOR NEXT MEETING
Knowledge of role - Level of understanding of principles, practice and requirements of post				
Standard of work - Quality of work undertaken – accuracy, thoroughness.				



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Output - Production of an adequate amount of satisfactory work (volume, speed, etc)				
Control of work – Organisation of own work and of others, if applicable, to obtain acceptable results				
Judgement - Standard of decision making  Confidentiality  Health & Safety practices				
Policies – Adheres to policies				
Adaptability and flexibility				

**Meets Expectations YES NO**

4. Management – if applicable			EVIDENCE TO SUPPORT	ACTION PLAN FOR NEXT MEETING
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People Management				
Planning - Level of competence in planning				
Delegation - Of work where appropriate				

IF YOU ARE NOT SATISFIED WITH ANY AREA OF PERFORMANCE PLEASE PROVIDE DETAILS OF ACTION TAKEN TO DATE AND ANY ADDITIONAL ACTION PLANS AS A RESULT OF THIS MEETING (THIS MAY INCLUDE WARNING THE EMPLOYEE THAT EMPLOYMENT MAY BE TERMINATED)

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ANY OTHER ISSUE OF RELEVANCE

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### **EMPLOYEE**

SIGNED \_\_\_\_\_ DATE: \_\_\_\_\_



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### HEAD OF FACULTY/DEPARTMENT OR NOMINEE

SIGNED \_\_\_\_\_ DATE: \_\_\_\_\_

### PART 3

#### Date of Decision:

**(which shall no later than 5 months and 2 weeks after the staff members date of commencement of employment)** I, as Head of Faculty/Department or Nominee, recommend the following:

Permanent appointment to be confirmed by HR Department	Temporary appointment to be confirmed	Probationary period to be extended /continued ( <b>subject to prior approval by the HR Department</b> ).	Refer to Human Resources

This form acts as a formal record of discussions held between a Head of Department/nominee and a staff member during the probationary period.

If any further information is required please contact the HR Department

***The Head of Department must return this form by hand to the Human Resources Department***