

**TOOL 2.3**

PROBATION IMPLEMENTATION CHECKLIST

GUIDE FOR EMPLOYERS IN USING THIS TOOL

The checklist is suggested information to communicate to new employees and activities to undertake during the probationary period. This tool should be reviewed and tailored to meet the needs of the service.

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| Length of probationary period is in accordance with the Agreement/Award/Act, as applicable. |  |
| Employee has been informed of their probation and the probationary period is specified in the letter of employment. |  |
| Position description and responsibilities are provided and standards/expectations of the position are clarified. For teachers, employers may wish to consider the APSTs to review performance progression. |  |
| A manager or, if applicable, sub-committee is appointed to have regular meetings to support the employee during the probationary period and review their performance prior to the end of the probationary period. It is recommended that at least two meetings are held during the probationary period so the progress of any agreed goals and role expectations at the first meeting can be discussed. |  |
| The employer and employee have met to review performance during the probationary period. |  |
| The employer has made a decision to confirm employment and has checked with the employee to confirm their willingness to continue employment. Alternatively, if the employee’s performance does not meet the requirements of the role, a decision has been made to terminate employment following procedures set in the applicable Agreement/Award/Act. |  |
| Employee’s ongoing employment is confirmed in writing. Alternatively, the process to terminate the employee’s employment in accordance with applicable Agreement/Award/Act has commenced, and communicated in writing. |  |
| Performance Indicators, any goals and responsibilities for the Quality Improvement Plan, which will form the basis of the annual performance evaluation of the employee, have been agreed and confirmed. The Performance Development Plan can be completed once the appointment has been confirmed. |  |