

The Probation Process as an Employee

Step 1: Probation Check-ins

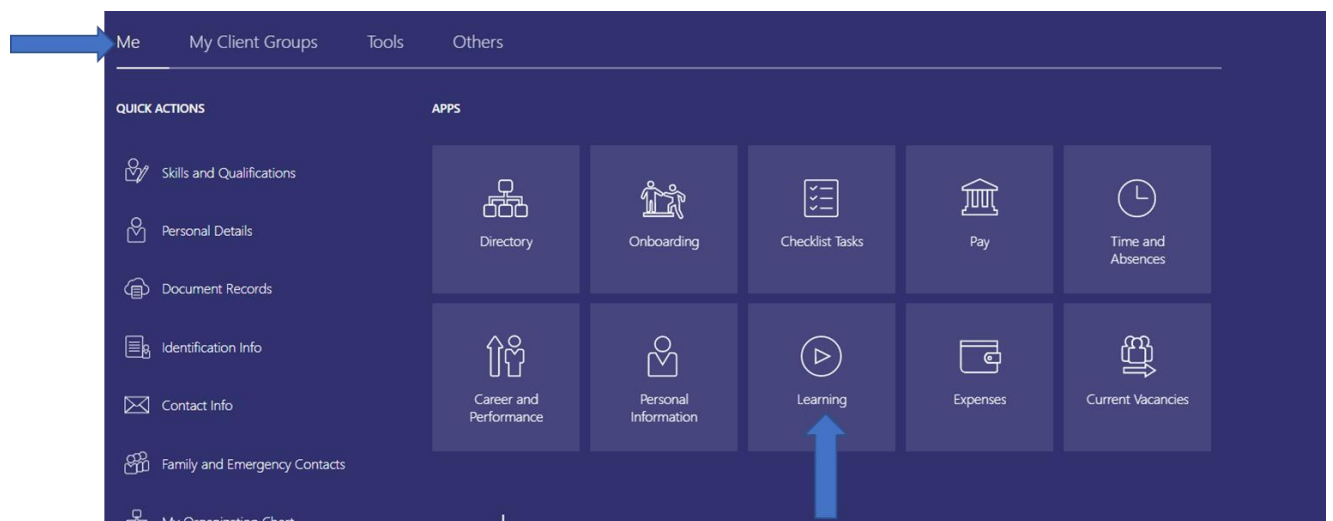
Check-ins should be conducted for Academic Staff at their 3- month, 6- month and 9-month review. While, for Professional Services Staff it should only be carried out at the 3-month review.

1. Your initial probation meeting will be a conversation with your line manager about your performance looking at your objectives and development goals that have been set.
 - a. To see more about setting and editing Development Goals view [Career Development in the Horizon System](#)
 - b. To see more about setting and editing Development Goals view [Setting Goals and Objectives in the Horizon System](#).

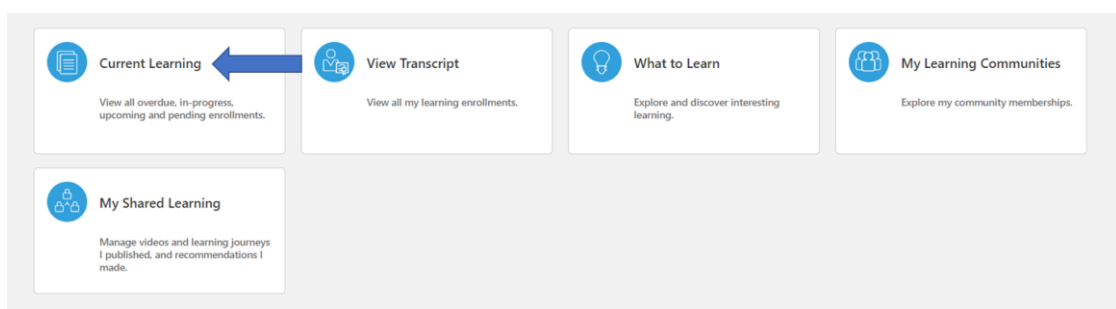
Essential Training

All new staff must complete the mandatory and required training during their probation period.

1. Employees can reach this by going to **Me > Learning**



2. They should then click on **Current Learning** and be able to view, enrol and complete the required training. More details about mandatory and required training can be found [here](#).



Step 2: Probation Final Review

The final review should be conducted at 12-months for Academic Staff. While, for Professional Services Staff it should be carried out at 6-month.

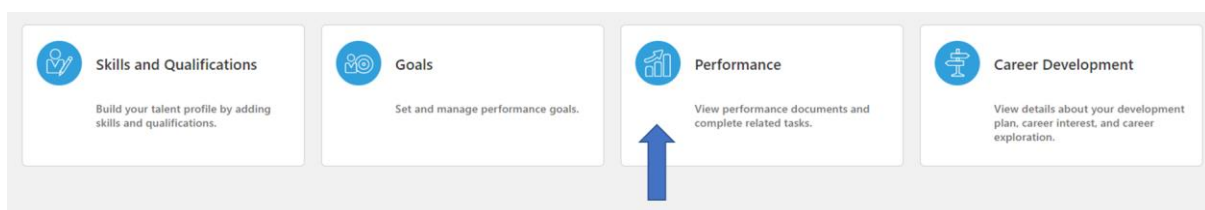
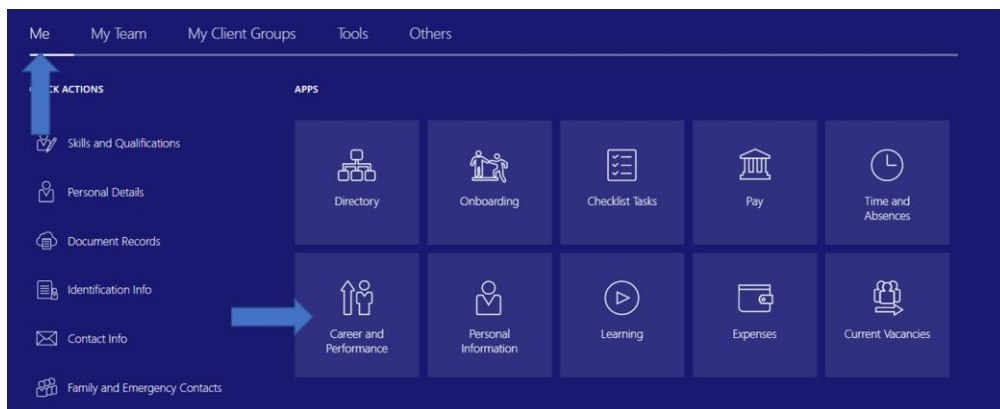
1. Your final probation review with your manager will be looking at your objectives against the values of the university eg. Collaboration, Impactful and Inclusivity. It will also look at Development Goals and Objectives going forward.

Step 3: Share performance documents

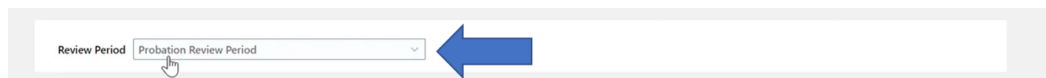
1. The **End of Probation Review** is now available to be shared.
2. Your Line Manager will reflect on the **End of Probation Review** and ensure that they are happy with the feedback given.
3. They will then **Share and Release** the document so you can view what has been discussed.

Step 4: Employee Acknowledge Probation Review

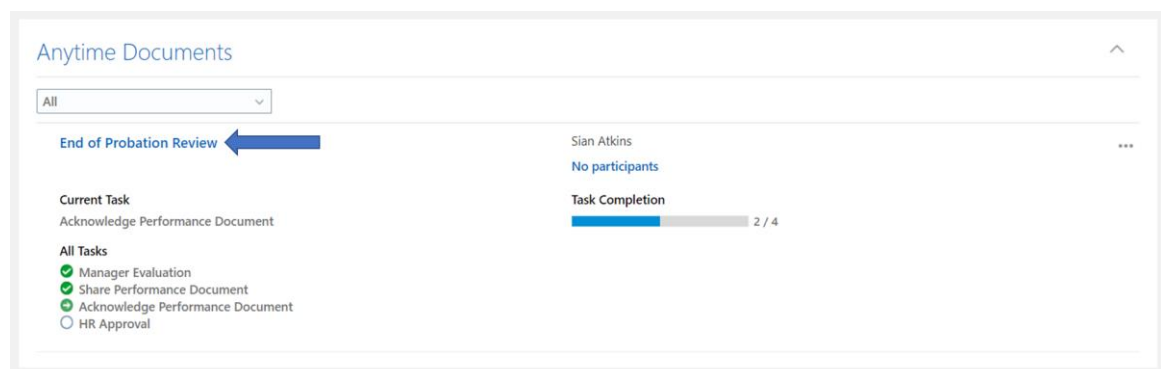
1. Start by going to **Me > Career and Performance > Performance**



2. Check the Review Period is set to **Probation Review Period**.



3. Select **End of Probation Review** to view comments given by your Line Manager.



4. To pass the review onto the final stage click, Acknowledge Document.



Information

Review the evaluation details shared by your manager and acknowledge receipt.

[Acknowledge Document](#)