# 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 <u>Setting Goals and</u> <u>Objectives in the Horizon System</u>.

## **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 <u>here</u>.



#### **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.

 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

Me My Team My Clier	nt Groups Tools Ot	hers				
	APPS					
Skills and Qualifications	<u>_</u>	ሰ°ሙ	ξΞ	兪		
Personal Details	Directory	Onboarding	Checklist Tasks	Pay	Time and Absences	
Document Records						
B. Identification Info	îĉ	Å	$\bigcirc$	l	Ê.	
Contact Info	Career and Performance	Personal Information	Learning	Expenses	Current Vacancies	
Family and Emergency Contacts			1			
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Skills and Qualifications	Goals Goals		Performance		Career Develo	opment
Build your talent profile by adding skills and qualifications.	Set and manage performa	ance goals.	View performance complete related t		View details abou plan, career intere exploration.	

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

Review Period Probation Review Period

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

Anytime Documents		^
All		
End of Probation Review	Sian Atkins No participants	
Current Task Acknowledge Performance Document	Task Completion	
All Tasks Manager Evaluation Share Performance Document Acknowledge Performance Document RAPProval		

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

