



HR57 Professional Staff Probation Form

(HR.V1.0 - 7.05.18)

CONFIDENTIAL

To: Manager or Head of School (or equivalent)			
Name:			
Unit:		School:	
Note: Please forward to the appropriate supervisor if you will not be completing this report.			
Supervisor Details			
Name:			
Unit:		School:	
Phone:			
Staff Member Details			
First Name:		Surname:	
zID Number:		Position:	
Date Commenced Duty:		Confirmation due by:	
Suggested Review Timetable			
Meeting	To Be Completed	Date	
1	after 1 month		
2	after 2 months		
3	after 3 months		
4 (Level 1- 9)	after 5 months (before the end of the 6 month probation period)		
5 (Level 10+)	after 11 months (before the end of the 12 month probation period)		
Advice to Supervisors			
<ul style="list-style-type: none"> • If you have any concerns about the performance or conduct of the probationary employee at any stage (especially in the initial 3 months), contact the Human Resources Consultant <u>immediately</u>. • This form is designed to provide an accurate record of the staff member's performance and conduct over the initial period of employment and should be completed in accordance with the appropriate performance review procedures for professional and technical staff • All aspects of the review must be discussed by the nominated supervisor and the staff member • The staff member is to meet with their nominated supervisor at least (4) times during their probationary period and relevant performance and behavioural criteria need to be discussed at each review meeting • The supervisor must indicate whether the staff member's performance and conduct have been satisfactory, satisfactory but needs improvement, or unsatisfactory. • The supervisor must write relevant comments in the space provided, particularly if there are concerns about the staff member's performance or conduct • The supervisor and the staff member must sign this form in the space provided once the review of performance and conduct has been completed • The supervisor is to forward the completed form to their Faculty Human Resources Consultant and a copy kept at the School for future reference. • This report is confidential and must be retained in a secure manner at all times. 			

Induction and Probation Meetings

It is recommended that the supervisor arrange an induction meeting with the new employee as soon as possible after commencement of duty, preferably on the first day, to outline the duties of the position and performance expectations. It is recommended that this advice be confirmed in writing.

At least 3 meetings during the first 3 months of probation (after 1 month, 2 months & 3 months) are recommended to provide direction and feedback. A follow up meeting prior to the end of the probation period is also required. If you have concerns about the new staff member's performance/conduct you should meet more frequently and there should be a written record of the meetings.

At these meetings you may wish to comment on the following and record relevant points on the probation report:

General Performance Requirements for All Positions

1. Demonstrated capacity and willingness to undertake all the duties and responsibilities of the position.
2. Willingness to respond to changes in workplace requirements within the scope of the position description.
3. Demonstrated capacity to achieve work outcomes as required within the scope of the position description.

General Behavioural Requirements for All Positions

1. **Critical Thinking and Problem Solving:** e.g. thinks in a purposeful, reasoned and focused way
2. **Communication:** e.g. communicates in a professional and courteous manner at all times
3. **Ethical Behaviour, Values and Diversity:** e.g. acts with integrity and credibility
4. **Innovation, Initiative and Creativity:** e.g. receptive to new ideas, adapts to new situations and initiates solutions
5. **Team Work and Collegiality:** e.g. works in co-operative partnership with supervisor and colleagues
6. **Customer Service:** e.g. understands customer service requirements and expectations
7. **Change and Adaptability:** e.g. understands the need for change and responds positively to change
8. **Self Management:** e.g. manages time, sets priorities and works to deadlines

General Behavioural Requirements for Supervisors and Managers

Mandatory Training

Confirm with the staff member that they have completed the university's mandatory training:

All staff

1. Health and safety: OHS Awareness on-line
2. Ergonomics Awareness on-line
3. Equal Opportunities: EO on-line

Laboratory staff (all of the above and)

4. Laboratory Safety Awareness
5. Green Lab Training

Supervisors (all of the above and)

6. Health and safety for supervisors

Any other training requirements identified for the position during the induction process should also have completed by the end of the probation period.

1. **Leadership:** e.g. understands self and manages impact on others
2. **People Management:** e.g. plans for individual and team development
3. **Client Relationship Management:** e.g. manages client relationships to support business outcomes
4. **Change Management:** e.g. positively leads and facilitates organisation- initiated change

Specific Performance or Behavioural Requirements for the Positions

List any specific requirements for the position: (You may wish to attach the Position Description)

- 1.
- 2.
- 3.
- 4.
- 5.

Meeting 1 - First Report

Satisfactory Satisfactory but aspects of work/behaviour require improvement Unsatisfactory

Supervisor comments:

Staff member comments:

Staff member signature:		Date:	
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Supervisor signature:		Date:	
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Meeting 2 – Second Report

Satisfactory Satisfactory but aspects of work/behaviour require improvement Unsatisfactory

Supervisor comments:

Staff member comments:

Staff member signature:		Date:	
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Supervisor signature:		Date:	
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Meeting 3 – Third Report			
<input type="checkbox"/> Satisfactory <input type="checkbox"/> Satisfactory but aspects of work/behaviour require improvement <input type="checkbox"/> Unsatisfactory			
Supervisor comments:			
Staff member comments:			
Staff member signature:		Date:	
Supervisor signature:		Date:	
Meeting 4 – Fourth Report			
<input type="checkbox"/> Satisfactory <input type="checkbox"/> Satisfactory but aspects of work/behaviour require improvement <input type="checkbox"/> Unsatisfactory			
<input type="checkbox"/> Confirm that all mandatory training has been completed			
Supervisor comments:			
Staff member comments:			
Staff member signature:		Date:	
Supervisor signature:		Date:	
Final Meeting - Recommendation			
It is recommended that: <input type="checkbox"/> the appointment be confirmed <input type="checkbox"/> The appointment not be confirmed and termination of employment recommended			
<ul style="list-style-type: none"> • Confirming Appointment: photocopy this page and give a copy to the staff member as confirmation of appointment before returning to your Human Resources Consultant. • Not Confirming Appointment: photocopy this page and give a copy to the staff member as notice of recommendation before returning this report to your Human Resources Consultant who will immediately liaise with the Employee Relations Unit. 			
Signature of Supervisor:		Date:	
Print Name:			
Career Development Framework for Professional Staff			
If you have been confirmed in your position you will continue to have regular and annual discussions on your performance development with your supervisor whilst you are employed at UNSW.			
More information on myCareer for Professional Staff can be found here			