



Probation Assessment

The University asserts that its staff are its greatest asset and that it holds all the various categories in equal esteem.

2.17 Probation Assessment

1. INTRODUCTION

All permanent staff members commence 12 months' probation from the date of their appointment to the University. This 12 month probationary period is viewed as an extension of the selection process and recognizes the first year of employment as unique and requiring special attention by both the employee and the University. Assessment of the individual's suitability for the post to which they have been appointed will be on-going during the probationary period. The 12 month probation period may not be extended.

2. OBJECTIVES

The ultimate objective of Probation Assessment is to decide on the suitability or otherwise of a probationer for the post to which she/he was appointed. However, the Probation Assessment procedure should also help the Head of School/Unit and the staff member to progressively identify the strengths and weaknesses of the probationer in the post; to identify areas of competence, performance or behaviour which would benefit from training and development; and to help the probationer to successfully complete probation.

The Probation Assessment also provides an opportunity for discussion of the staff member's future potential and future training/development needs. The University will make every effort to facilitate the satisfactory completion of the probationary period and where training, development, counselling etc. is required for the employee to match the job requirements, he/she should be informed in writing of what he/she has to do and the timescale for achievement of satisfactory performance. The Head of School/Unit has the responsibility for ensuring that Probation Assessments are carried out, and further ensuring that a recommendation concerning permanency is made to the Director of Human Resources and President.

However, the Head of School/Unit may decide to fully involve an appropriate School/Unit staff member in the probation assessment, e.g. the Senior Security Officer may be fully involved in probation assessments for Security Officers.



3. ASSESSMENT PROCEDURE

Probationary Assessment will take the form of an interview between the Head of School/Unit or his/her nominee and the staff member at a mutually agreed time. A Probation Assessment Form will be completed during or following the interview and will be signed by both. The staff member may comment in writing on any area of the assessment and/or of the completed form. The form will then be forwarded to the Director of Human Resources, who will forward it to the President. Either may wish to comment or to seek clarification or amplification on any point of the assessment. The form will then be placed on the individual's file.

4. FREQUENCY

This document recognizes the reality of on-going and essential dialogue and assessment between Heads of Schools/Units and staff members and while formal Probation Assessments should take place at set times in the year, this should not prevent or in any way discourage this constant and necessary dialogue and assessment. Formal Probation Assessment will take place no less frequently than three times in the probationary year - after 3 months, 6 months and 9 months. More frequent assessments may take place where specific issues arise. The dates of these formal assessments will be notified to the Head of School/Unit by the Human Resources Office. The 12 month probation period should not be extended.

5. CONFIRMATION OF PERMANENT APPOINTMENT

Confirmation of permanent appointment (or otherwise) shall be decided by the Governing Authority of the University. The final completed assessment form together with a recommendation regarding permanent employment shall be forwarded by the Director of Human Resources to the President who shall forward the recommendation to the Governing Authority. If the confirmation in post is recommended by the Head of School/Unit and supported by the Director of Human Resources and President, this recommendation will be made to the Governing Authority. Following Governing Authority approval the staff member will be notified of his/her confirmation by the Director of Human Resources.

Where an adverse assessment is received, every effort will be made by the University to positively facilitate the employee to satisfactorily complete the probation period. However, where continuous adverse assessments are received, and where training and development are not likely to overcome a difficulty, the matter will be fully considered by the Head of School/Unit, the Director of Human Resources and the President, and an appropriate recommendation will be made to Governing Authority. The decision of the Governing Authority regarding permanency shall be communicated to the staff member by the Director of Human Resources.



6. GENERAL

The effectiveness of the probation interview can be significantly improved by a dialogue, with a genuine exchange between the Head of School/Unit and the probationer. Therefore both individual staff members and Heads of School/Units should prepare for this probation interview. A guideline for conducting an appraisal interview is attached for information and this may be beneficial in assisting in this preparation.

[Guidelines For Conducting Assessment Interview](#)

Temporary staff: [Probationary Assessment Form](#)

Permanent Staff: [Probationary Assessment Form](#)

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