

Probationary Period Procedure

[QP2.36]

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1.0 Introduction

Adam Smith College's appointment process aims to ensure that suitable, capable candidates are appointed to vacant posts and it is expected that most probationary period reviews will generate a positive outcome with the confirmation of continued employment.

Having an initial probationary period ensures that there is a mutual fit between the employee and their post and employees in the College.

2.0 Probationary Period Review Principles

HR will ensure that employment information for vacancies states that new appointments are subject to a 9 month probationary period.

All posts will be subject to a probationary period. This will also be stated in the terms and conditions of employment information issued to prospective candidates.

Managers should arrange probationary review meetings as part of the Induction process. In addition to this, HR will send out reminders to the relevant line managers at 3, 6 and 9 month intervals.

Managers will receive training/familiarisation on the Probationary review process/interview.

During the probationary period, the line manager should give constructive feedback on performance and progress, recognising effective work or particular outstanding achievements but also areas of concern which require to be addressed.

If there are any doubts on the suitability of the member of staff to the post in question, those concerns must be raised by the line manager as early as is practicable during the probationary period.

Any actions for improvement should be documented on the Probationary Review Record (see Appendix 1).

3.0 Probationary Review Process

The probationary review will have 3 stages:

- Stage 1 - initial review (after 3 months)
- Stage 2 - interim review (after 6 months)
- Stage 3 - final review (at 9 months)

At all stages, HR will notify the line manager and the member of staff one month prior to the review period to enable a review meeting to be arranged.

Stage 1 will involve a discussion around the suitability and assessment against the competencies for the post in question.

Stage 2 will address progress since Stage 1 and address any recommendations and actions agreed at Stage 1.

Stage 3 will be the final review at which the individual will be confirmed in post as having satisfactorily completed the probationary period.

If at Stage 3 the line manager has concerns regarding the individual's suitability and that performance is unsatisfactory this should be stated clearly to the individual at their review meeting and that it is being recommended to the Principal that their employment is to be terminated.

Termination of employment sits outwith and distinct from the College Disciplinary Procedure.

At all stages a Probationary Review Record should be completed, signed by the individual and the line manager who shall each retain a copy. A copy will be forwarded to the HR Team for the individual's personal file.

The HR Team will maintain a summary of all Probationary Reviews to ensure that notification is issued at the appropriate time and that a central record is held of all reviews completed.

ADAM SMITH COLLEGE
INSPIRING LEARNING

Please tick one of the following:

3 Months 6 Months 9 Months

PROBATIONARY REVIEW	
AGREED REVIEW RECORD	
Name of Employee: _____	Date of Review: _____
Name of Line Manager: _____	Date of Previous Review: _____
CORE COMPETENCES	
CAPABILITY – READINESS & CAPACITY TO PERFORM	
Relevant Knowledge & Technical Expertise	Analytical & Reasoning Skills
Amount of Direct Supervision or Guidance	
Meeting Required Standards: <input type="checkbox"/>	Support Required: <input type="checkbox"/>
Details of Support:	
MOTIVATION – DRIVE, COMMITMENT & WILLINGNESS	
Customer–Service Focused	Energy & Application
Flexible & Adaptable	Drive
Meeting Required Standards: <input type="checkbox"/>	Support Required: <input type="checkbox"/>
Details of Support:	

EFFICIENCY – MANAGEMENT OF SELF & OTHER RESOURCES	
Well Planned & Organised	Prioritises
Delivers to Time, Quality & Costs	Shows Resilience & Stamina
Meeting Required Standards: <input type="checkbox"/>	Support Required: <input type="checkbox"/>
Details of Support:	
EFFECTIVENESS – APPROACH TO ACHIEVING RESULTS	
Decisive, Exercising Sound Judgement	Proactive
Innovative	Target Setting & Self Evaluation
Achievement of Targets	
Meeting Required Standards: <input type="checkbox"/>	Support Required: <input type="checkbox"/>
Details of Support:	
SELF MANAGEMENT	
Effective Team Player	Communicates & Influences Effectively
Builds Strong Working Relationships	
Meeting Required Standards: <input type="checkbox"/>	Support Required: <input type="checkbox"/>
Details of Support:	

LECTURING STANDARDS – FOR TEACHING STAFF ONLY

LEARNING & TEACHING PROCESS

Facilitates the Learning Process

Facilitates the Teaching Process

Facilitates Context & Planning, Learning & Teaching

Meeting Required Standards:

Support Required:

Details of Support:

ASSESSMENT PRACTISE

Designs Assessment Instruments

Manages Assessment Practise & Provides Feedback

Plans for Assessment

Monitors Assessment

Meeting Required Standards:

Support Required:

Details of Support:

LEADERSHIP STANDARDS FOR STAFF IN OR ASPIRING TO MANAGEMENT POSTS ONLY

LEADERSHIP

Develops Strategic Practise

Develops Operational Practise

Maintains a Quality Service

Leads Teams & individuals

Manages Finances & Resources

Meeting Required Standards:

Support Required:

Details of Support:

Signed (Line Manager) _____ Signed (Employee) _____