Guidance Notes



1. Introduction

- 1.1 A probationary period both the employer ar suited to the role, tak performance and ger
- 1.2 There is no legal req new employees but u will succeed in their e process may result ir
- After two years of co dismissal. Clearly, th address issues of co

2. Length of probationary pe

- 2.1 There is no standard needed objectively to the complexity and s
- 2.2 Usually, a probation unskilled, clerical or j should be appropriat

3. Progress meetings

- 3.1 There should be regumentation monitor the new empty and the second s
- 3.2 Notes should be kep

4. Probationary periods for i

- 4.1 An employer may ap is promoted into a ne duties or responsibili the employee's previ
- 4.2 The employee's cont transfer and will remain transfer and transfer and will remain transfer and transfer and transfer transfer and transfer and transfer trans
- 4.3 If the employee does and there are no suit no option but to term
- 4.4 In these circumstanc his/her original job ur the transfer/promotio

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ionary Period

od for a new employee. It allows s objectively if the new recruit is ridual's overall capability, skills,

b use probationary periods for probability that new employees not using a probationary review being retained indefinitely.

ees have the right to claim unfair for employers to identify and obationary period.

period; the length of time 's performance will depend on

s' duration will be appropriate for ative roles; and six months r or professional roles.

uring the probationary period to

s.

sfers

to an employee who transfers or Il normally only do this when the ompletely different from those of

haffected by the promotion or yee's first day with the company.

required for the new position ilable, the employer may have elow).

ot have the right to return to agreed as part of the terms of

5. End of the probationary pe

- 5.1 At the end of the pro meeting in order to a in the job.
- 5.2 This meeting must be is not then, technical will make any subsec difficult to justify.
- 5.3 If the employee's per confirmation of appoi performance is unsa probationary period o probationary period.

5.4 Extend the probatio

- 5.4.1 This should on that an extensi the required sta The employer s
 - 5.4.1.1 The le
 - 5.4.1.2 The re
 - 5.4.1.3 The petto be of
 - 5.4.1.4 Any fu
 - 5.4.1.5 Telling these
- 5.4.2 As the employe of continuous s be for no more

5.5 Dismiss the employ

- 5.5.1 In order to give employer will n probationary pe However, if it is a decision to te be taken.
- 5.5.2 The employer s employment ha this decision.







loyer should hold a final review 's suitability for and performance

d of the probationary period. If it onfirmed in post by default. This ounds of poor performance more

the employer should send a oyee. If the employee's an either extend the during or at the end of the

e employer reasonably believes nt to allow the employee to reach re performance is falling short.

uired in order for the employee

provided

oyment will be terminated if

unfair dismissal after two years the probationary period should

of the probationary period

ortunity to learn a new role, the ee until the end of the sion to terminate employment. is wholly unsuitable for the role, ing the probationary period may

ee of the reasons why d give the right of appeal against

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