



PROBATION GUIDANCE FOR LINE MANAGERS (STUDENT STAFF)

New staff members joining the SU have a 10 week probationary period at the beginning of their employment with the SU. The purpose of the probationary period is to ensure that new joiners receive adequate induction and training in their role, and into the family, and also that performance can be monitored on a regular basis. This will allow any problems to be resolved at an early stage, and to allow any inability to meet the requirement of the role, or the SU to be recognised and acted upon promptly. It is vital that Line Managers or Supervisors are actively involved in the work of staff members on probation, ensuring that they are fully supported during this period, and that they are having regular meetings with the individual. These meetings should be used to discuss performance, understanding of role, highlight problems and to provide support, advice and guidance as well as identifying potential training needs. It's important to remember the probation is a two way process which involves helping them to settle into their role, department and the wider SU.

MID PROBATION

Line Managers or Supervisors will be asked to provide written feedback during the probationary period on the staff member's overall performance in the role. It is expected that this feedback will be given during regular meetings and ongoing monitoring of progress.

MANAGING ISSUES

If you have issues, or concerns about a staff member at any point during their probationary period you must raise them directly with the staff member immediately. The probationary period provides a fixed period of adjustment for new staff members and it is vital that they have the opportunity to make adjustments or improvements to their work. Ensure that you are documenting these conversations, and any agreed actions. The staff member must have been clearly informed of any targets they need to meet to pass their probationary period.

If at any point you feel that a staff member may not successfully complete their probationary period you need to discuss this with a member of the HR team as early as possible.

END OF PROBATION

As you reach the end of your staff members' probationary period you will be expected to meet with them and complete an end of probation form. If everything is going well and you are happy to

confirm they have passed their probation period please submit the completed form to HR who will update records and pay accordingly.

MANAGING ISSUES

If the issues or concerns you have about a staff member have continued, or they have not met their clearly set and communicated targets you may need to think about termination of employment. This is a serious decision and is not to be taken lightly. You must be able to evidence

1. That the staff member has been made aware of the concerns
2. That the staff member has been set appropriate and achievable targets to improve
3. That the staff member has been provided with appropriate supervision, support and training to enable them to meet the targets set
4. That the staff member has not made sufficient improvement within the allocated timescale

It is important that any concerns are raised and dealt with in a timely manner. If you leave the matter and do not have time to set appropriate goals you will have no option other than to pass their probation and deal with the issues via the performance management process. It is possible to extend a probationary period if the staff member has made good progress in achieving targets but is not quite there yet. Again this must be in line with the required evidence above and must be in good time prior to the end of the probationary period.

If all options have been exhausted and termination is deemed to be the only route open for a staff member please liaise with the HR team who will support you through this process.

This guide is intended to support you to manage the probationary periods of your staff members. If you have any further questions please do not hesitate to contact the HR Team.