



Probation Period & Review Policy



STUDENTS' GUILD

Probation Period and Review Policy

1	Purpose	2
2	Scope.....	2
3	General Principles	2
4	Our Probation Framework	2
5	Performance Concerns	3
6	End of Probation	3
7	Appeal	4
8	Ongoing Performance Development	4

1 Purpose

- 1.1 We are committed to ensuring that all employees are supported in reaching their full potential and contributing towards empowering Exeter's students to take their place in the world and make a positive difference.
- 1.2 Our probation framework and review process is designed to help us provide an effective service to our members by developing and supporting our people to do their job well for the benefit of Exeter students.

2 Scope

- 2.1 The policy applies to all employees, with the exception of Full Time Officers who will not normally have a probation period due to the nature of their role. It does not apply to agency workers, consultants or self-employed contractors.
- 2.2 This policy does not form part of the contract of employment, and it may be amended at any time.

3 General Principles

- 3.1 Line managers will work collaboratively with new team members to develop a shared understanding of performance during the first few months of employment, identifying development needs when the requirements of the role are not being met.
- 3.2 All employees will receive a full induction and have individual objectives and a development plan in place as part of their probation period, and later as part of our performance development framework.
- 3.3 Line managers must ensure that this policy is applied in line with the Guild's Equality, Diversity and Inclusion policy and behaviours framework.
- 3.4 New employees will be placed on a probation period when they begin their employment with the Guild. This will usually be for a period of six months, unless otherwise specified.
- 3.5 Current employees that transfer to a new role within the Guild will not normally be placed on a new probation period, but line managers are encouraged to agree objectives with employees starting new roles, setting out clear performance expectations and what will happen if the standards are not met (for example a return to their previous role, or a formal performance improvement plan).
- 3.6 If you have any questions about this policy or require support in implementing it, please contact the HR Administrator.

4 Our Probation Framework

- 4.1 As a new member of staff, your line manager will agree probation period objectives with you when you start work with us, that set out clear performance standards and expectations about what you need to achieve to be successful during your probation period. These will be regularly discussed and reviewed and include:
 - What you are expected to achieve in your role during your probation period
 - The standards of behaviour that are expected, in line with our values and behaviours framework

- The expectations outlined in your job description, including key areas of responsibility and accountability
 - Any agreed induction training, personal development or support required to help you successfully achieve these standards
 - How your performance and progress will be measured
 - How any problems with performance will be addressed
- 4.2 Your line manager will follow a structured process that is aimed at helping you to adjust to your new role, supporting your performance and developing your skills. The process includes:
- Regular, meaningful and constructive feedback
 - Supervisory support and guidance
 - Regular (at least monthly) 1:1s to discuss current work, successes, challenges and concerns, your wellbeing and any support needed
 - Probation review meetings after 3 and 6 months to review progress towards objectives and your ongoing development
 - Identification and discussion of any concerns or opportunities for improvement as early as possible
 - The provision of any training, coaching or support that you need in order to meet the expectations of your role
- 4.3 Your manager will keep a record of the review conversations that take place during your probation period.

5 Performance Concerns

- 5.1 If there are any concerns about your performance or behaviour, your manager will discuss these fully and openly with you, at the earliest possible opportunity, and agree with you an action plan to help you improve.
- 5.2 Where necessary, you will be made aware that a continued failure to achieve the required standards could ultimately lead to your employment being terminated. This may be before your probation period comes to an end.

6 End of Probation

- 6.1 At the end of the probation period, you will have a review meeting with your line manager. This will usually be conducted on or before the date that your probation period ends. The outcome of the review meeting may be:
- Successful completion of your probation period
 - Extension of your probation period (*if further training or support is likely to lead to you being able to achieve the standards required*)
 - Failure of probation and termination of employment
- 6.2 If your probation period is not completed successfully, your line manager will set out clearly the reasons why, and you will be given an opportunity during your final probation review meeting to present your case including any mitigating circumstances.
- 6.3 Line managers must discuss any plans to terminate employment during probation with a member of the Senior Leadership Team and/or the HR Administrator before any decision is made.

7 Appeal

- 7.1 The outcome of your probation review meeting will be confirmed to you in writing and, if the outcome is termination of employment, you will be offered the opportunity to appeal.
- 7.2 You can appeal a decision to terminate your employment during your probation period if you feel that:
 - The probation process was not followed or was unfair
 - The decision to terminate your employment was too severe, considering your level of performance
 - There are mitigating circumstances that have not been considered.
- 7.3 If you wish to appeal, you should set out your reasons in writing to your line manager, a member of the Senior Leadership Team and/or the HR Administrator within 5 working days of receiving the outcome letter.
- 7.4 An appeal hearing will normally be heard by a manager with no previous involvement in the process, where possible.
- 7.5 The outcome of your appeal will be confirmed in writing within 5 working days.

8 Ongoing Performance Development

- 8.1 After the successful completion of your probation period, your manager will work with you to agree ongoing performance objectives and areas of focus. Your manager will then continue to provide ongoing, timely feedback and support and meet with you for regular (at least monthly) 1:1s, as well as regular discussions about your ongoing performance and development, in line with the Guild's performance development framework.