

Probationary Procedure for Professional Support Staff

Introduction

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6. When monitoring the probationer's progress, the following points should be borne in mind:
 - a. Support- Does the probationer feel they are getting all the support they require?
 - b. Work output - Is the probationer making steady progress in the amount of work which is being done?
 - c. Work quality - Is the probationer beginning to produce work which is relatively error-free?
 - d. Standard of work - are probationers demonstrating that they are capable of performing at the level which is expected of them?
 - e. Attendance - What is the probationer's record for punctuality, attendance and sickness absence? Are there sound reasons for any attendance problems?

7. If there are difficulties in any of the above areas, the line manager should investigate why this is so, and indicate how an improvement is to be made and offer support if required or requested. They should give regular feedback to the probationer. If an area of dissatisfaction is discovered, the probationer should be informed immediately and be given advice and assistance to rectify it. Timescales for improvement should be discussed and agreed with the probationer and confirmed in writing. The Personnel Office can advise on this. T

