

Barningham CEVC Primary School

INDUCTION OF NEW EMPLOYEES

PROBATIONARY EMPLOYMENT PROCEDURE

INTRODUCTION

1. There is a mutual advantage to the County Council and to new employees to be inducted successfully into their jobs as soon as is reasonably possible.
2. To assist this objective the County Council has set down a probationary period of 26 weeks duration during which an employee will be given proper assistance to suit him/herself to longer-term employment with the County Council.
3. In operating the procedures managers will have regard to:
 - a) the need for new employees to be effective as soon as possible
 - b) the action to be taken during or at the end of the probationary period where progress appears unsatisfactory (e.g., further training or counselling, extension of the period or non-confirmation of appointment).
 - c) employee appeal rights.

OBJECTIVES OF INDUCTION PROCESS

1. The objectives of any induction process should be as follows:
 - a) to provide the best possible environment for new employees to learn their job and to prove their suitability for permanent employment
 - b) to provide a framework within which employees' supervisors may judge the suitability of the employees, may discuss shortcomings and agree action needed to remedy any situation
 - c) to ensure that, where it is not intended to confirm an appointment, termination of employment takes place no later than or as soon as possible after the end of the probationary period (occasionally it may be necessary to terminate an appointment on capability grounds during the probationary period
 - d) to ensure that management actions are reasonable and defensible and employees have been given an adequate chance to improve, undergo training, etc.

RECOMMENDED STEPS TO MEET OBJECTIVES

1. Periods of notice applicable to probationers can be reduced to one week for the duration of the probationary period. This would allow a longer period for new employees to prove their suitability before any dismissal is made effective within, or by the end of, the probationary period.
2. All new employees should be properly inducted in their jobs, to include their rights and responsibilities on matters such as health and safety and equal opportunities. The processes should include an introduction to the duties and objectives of the job (preferably expressed in writing) with some criteria of performance related to the Performance Review process. Employees must be made aware that there is a probationary period and that a judgement will be made of their suitability for continued employment.
3. The difficulty of judging the suitability of new employees is well known. It is important to make judgements on facts and not opinion. However, within the period set down, assessments should be possible on the personality aspects of new employees as well as on work achievement. In particular, reference can be made to the job and person specifications, NVQ standards and other competency-based indicators for the particular job. From these, development needs can be assessed and met. Any doubts may be accommodated by extending the probationary period (i.e. an extension of the initial 26 weeks by a further 13 weeks).
4. Employees should be given an early opportunity to attend the induction course, and other training courses relevant to their employment. Particular attention must be given to ensuring that employees are briefed on health and safety, safeguarding children, equal opportunities and dealing with the public.
5. Line managers or supervisors responsible for reviewing new employees' probationary periods should, themselves, receive appropriate training for this and their wider supervisory role.

CONFIDENTIAL

INTERIM REPORTS ON PROBATIONARY EMPLOYMENT

DETAILS OF THE EMPLOYEE AND POST	
NAME:	DATE STARTED:
SCHOOL/UNIT:	SECTION:
POST TITLE:	JOB NO:

Notes:

1. This form is to be completed by the supervisor of the employee under review.
2. When completed, each report must be shown to and discussed with the employee. It is important that all points included in the reports are covered, not just those where improvement appears necessary.
3. The completed form should be shared with the Headteacher/Head of Unit or relevant member or the school/unit's management team. Any matters requiring attention should be highlighted.
4. A copy of any report will be supplied to the employee if he/she requests it.
5. The recommended probationary period is six months (26 weeks). This can be extended, usually for no more than three additional months (13 weeks). Where an extended probationary period is being considered (or transfer to the school's permanent establishment may not be recommended) advice should be sought from your named HR Caseworker at an early stage. If the probationary service is satisfactory, the employee should be notified formally of his/her transfer to the permanent establishment or longer-term temporary employment. If, on the other hand, the probationary service is not satisfactory and the appointment is not to be confirmed, the reasons should be recorded in the third report, with reference made to any separate papers (e.g. letters or internal notes to the employee). Where the employment pattern includes breaks in continuity, the period should be related to actual working weeks.
6. Matters of capability, competence and general suitability for the job will be assessed in accordance with and at the various stages set down in the probation procedure. Normal County Council appeal rights against dismissal will apply. Alternatively, and dependent on the offence (e.g., misconduct) it may be appropriate to deal with a probationary employee for a disciplinary offence under the disciplinary procedures rather than the probation procedure. In such cases the disciplinary timescales may be shortened to fit in with the probationary period.
7. The following model is based on three interviews over the 26 week probationary period

8. Employees and/or Supervisors may find the questions at the end of this document helpful in their preparation for each review

FIRST INTERIM REPORT ON PROBATIONARY EMPLOYMENT
(after 8 - 10 weeks' service)

To be completed by Supervisor following interview with the Employee

Work Performance – please report below on performance by comparison with the competency requirements of the job and/or the job description/person specification	
Essential/Desirable requirements of Person Specification - some examples are included below	Level of performance in job
a) Knowledge of section and specific tasks	
b) Knowledge of basic conditions or procedures	
c) Working with people and building relationships	
d) Performance of job related tasks	
e) Areas to be developed and carried forward for discussion at next review	
f) Other matters arising	

Personal Requirements – please report below on general conduct, timekeeping, attendance, commitment and any other characteristics necessary for good performance

Training and Development needs – please identify and describe below how these can be met in the review period, including an action to be taken before next review

Comments and signature by Supervisor

Signature:

Print name:

Date:

Comments (if any) and signature by Supervisor’s Line Manager

Signature:

Print name:

Date:

Comments (if any) and signature by Employee

Signature:	Print name:	Date:
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SECOND INTERIM REPORT ON PROBATIONARY EMPLOYMENT
(after 16 - 18 weeks' service)

To be completed by Supervisor following interview with the Employee

Work Performance – please report below on performance by comparison with the competency requirements of the job and/or the job description/person specification	
Essential/Desirable requirements of Person Specification - some examples are included below	Level of performance in job
a) Matters brought forward from first review	
b) Knowledge of section and specific tasks	
c) Working with people and building relationships	
d) Performance of job related tasks	
e) Areas to be developed and carried forward for discussion at next review	
f) Other matters arising	

Personal Requirements – please report below on general conduct, timekeeping, attendance, commitment and any other characteristics necessary for good performance

Training and Development needs – please identify and describe below how these can be met in the review period, including an action to be taken before next review

Assessment - at this stage, are you likely to recommend for transfer to permanent establishment at the end of the probationary period? Yes/No

If no, please set out reasons below and identify actions/improvement required before final review. (Concerns regarding the likelihood of transfer to the school's permanent establishment should be discussed with your named HR Caseworker at an early stage.)

Further Comments and signature by Supervisor

Signature: _____ Print name: _____ Date: _____

Comments (if any) and signature by Supervisor's Line Manager

Signature: _____ Print name: _____ Date: _____

Comments (if any) and signature by Employee

Signature: _____ Print name: _____ Date: _____

FINAL REPORT ON PROBATIONARY EMPLOYMENT
(before 26 weeks' service)

To be completed by Supervisor following interview with the Employee

Work Performance – please report below on performance by comparison with the competency requirements of the job and/or the job description/person specification	
Essential/Desirable requirements of Person Specification - some examples are included below	Level of performance in job
<ol style="list-style-type: none"> 1. Matters brought forward from second review 2. Knowledge of section and specific tasks 3. Working with people and building relationships 4. Performance of job related tasks 5. Areas to be developed and carried forward for inclusion in Performance and Development Review 6. Other matters arising 	

Personal Requirements – please report below on general conduct, timekeeping, attendance, commitment and any other characteristics necessary for good performance

Training and Development needs - please identify and describe below how these can be met in the review period, including an action to be taken before next review

Assessment and recommendation – if, following discussion with your named HR Caseworker, not recommending transfer to permanent establishment or extension of probationary period, please detail reasons under Supervisors comments

Satisfactory progress to date?	Yes/No
Suitable for present work?	Yes/No
Transfer to permanent establishment?	Yes/No
Probation period to be extended?	Yes (period of extension:)/No
Possibility of alternative role?	Yes/No
Terminate employment – not satisfactory?	Yes/No

Further Comments and signature by Supervisor

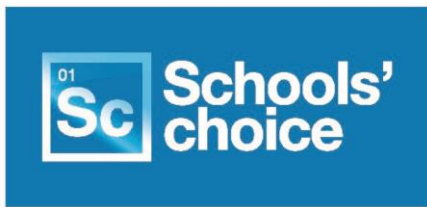
Signature: _____ Print name: _____ Date: _____

Comments (if any) and signature by Supervisor's Line Manager

Signature: _____ Print name: _____ Date: _____

Comments (if any) and signature by Employee

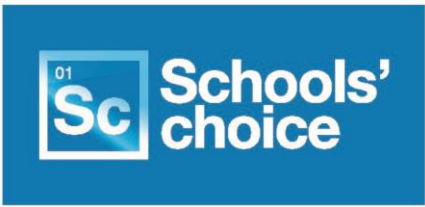
Signature: _____ Print name: _____ Date: _____



PREPARATION FOR PROBATIONARY REVIEWS - EXAMPLE QUESTIONS

Employees and/or Supervisors may find some of the following questions helpful in their preparation for each review

- a) Have you been given induction training for your new job?
- b) Do you think you received the information and help necessary to settle into your new job?
- c) Do you understand the overall responsibilities of your job?
- d) Do you understand the specific tasks your job involves?
- e) Is the job what you expected?
- f) Do you know how the school/unit is organised?
- g) Do you feel you know enough about your team?
- h) Do you understand your team's role within the school/unit?
- i) What work have you undertaken to achieve the main tasks/objectives detailed in your job description since your appointment/last probationary review?
- j) What problems, if any, have you encountered?
- k) How do you consider these problems can be overcome (e.g., training)?



l) What do you think your training needs are for the next 6 weeks?

Summary of changes

Document control		
Date	Section(s)	Update(s)