**Probation – Line Manager Guide**

An Employee's probation period gives both parties time to establish their suitability for the role. During this period, Line Managers should closely monitor the employee's performance and provide continuous and constructive feedback in the form of regular check-in discussions.

Expectations and required targets (key performance indicators - KPIs) should be established and communicated to employees early on so they know what is expected.

If, during this period, there are areas where a development need is identified, Line Managers should provide support and further training to the employee in the particular area.

Once the Probation is nearing completion, Line Managers should decide if the employee has satisfied the criteria and passed their probation or if there is a need for further development. In the latter case, Line Managers may consider extending the Probation to allow the employee to improve their performance with further support and training.

Plan ahead and do not allow the Probation to drift over the contractual end date. Otherwise, the employee may be considered to have passed their probation and the normal employment terms will apply.

**Employee Passed Probation**

If the employee has passed the Probation or has been extended, Line Managers should send the relevant confirmation to the employee.

If a salary review was agreed upon following a successful Probation, Line Managers should also advise HR of the new salary and of the effective date for the change, so HR can update the internal system and advise payroll.

Line Managers should set the expectations (KPIs) that the employees will require after passing the Probation.

**Employee Failed Probation**

If the employee still needs to pass their Probation, Line Managers should discuss this with the employee, advising them of their termination of employment as per their terms and conditions.

They should also advise HR if applicable so they can process the end of employment, prepare the leaver letter, and notify payroll. HR will send the letter to the Line Manager to sign and issue to the employee. Line Managers should return a signed copy to HR for filing.

On the employee’s last day, Line Managers should ensure to collect any Company property from the employee and notify the person responsible for IT access to disable the employee’s access to the Company’s systems.