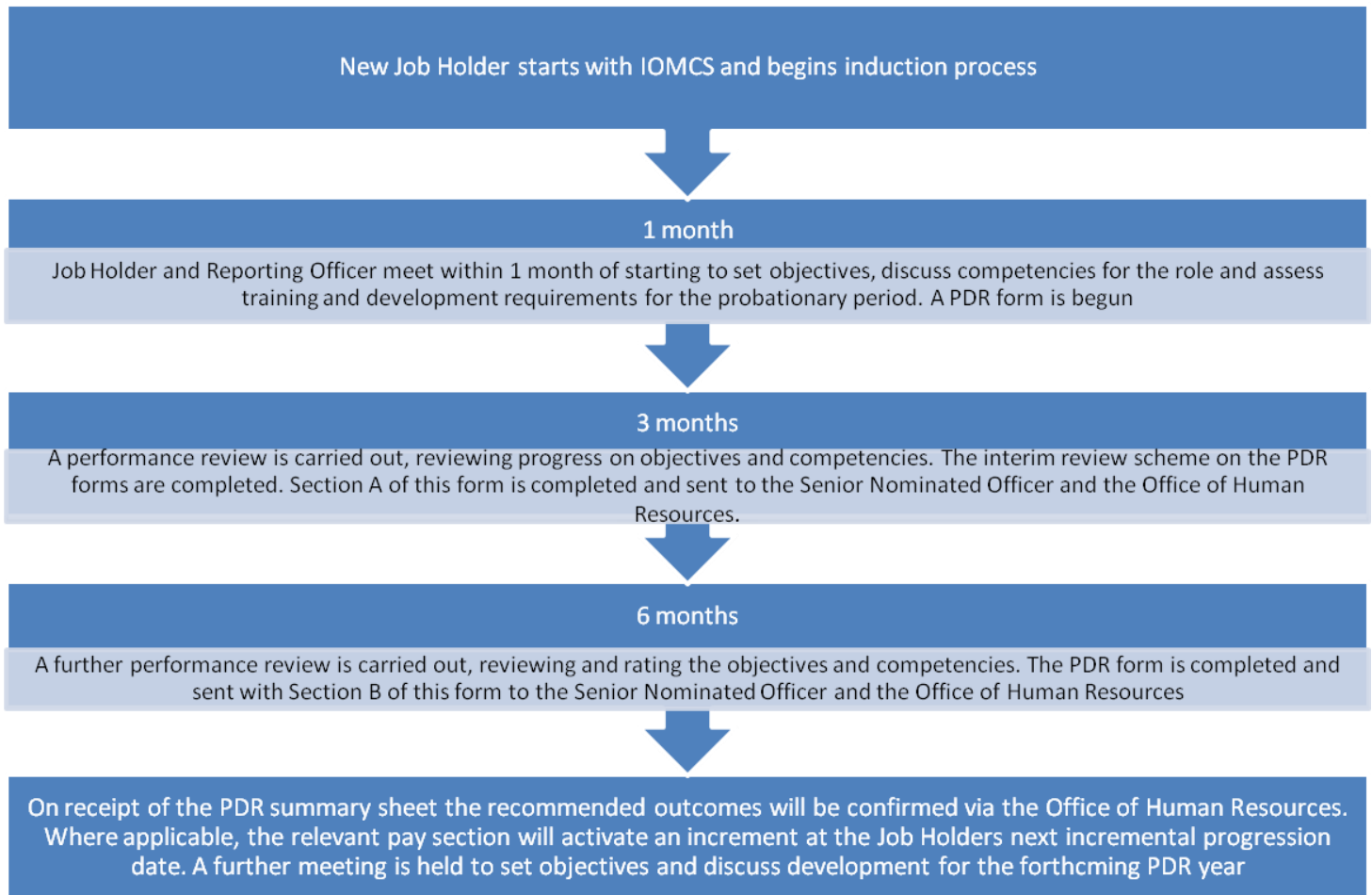


# Probationary Period Guidelines



|                             |  |                                 |  |
|-----------------------------|--|---------------------------------|--|
| <b>Name:</b>                |  | <b>Employee No:</b>             |  |
| <b>Job Title and Grade:</b> |  | <b>Department and Division:</b> |  |

**Section A**

|   |  |
|---|--|
| <p><b>AFTER 3 MONTHS: (delete as applicable)</b></p> <p>I confirm that ..... (name) is progressing satisfactorily towards achieving the required performance standards;</p> <p>OR</p> <p>I confirm that ..... (name) currently falls below the required performance standards and that a plan of action to improve performance is in place and has been agreed.</p> | <p><b>Reporting Officer:</b></p> <p><b>Date:</b></p> <hr/> <p><b>Countersigning Officer:</b></p> <p><b>Date:</b></p> |
|---|--|

**Section B**

|   |  |
|---|--|
| <p><b>AFTER 6 MONTHS: (delete as applicable)</b></p> <ol style="list-style-type: none"> <li>1. I confirm that ..... (name) has met the required performance standards and recommend their appointment be confirmed;</li> <li>2. I recommend that ..... (name) period of probation is extended by 3 months to enable them to meet the required performance standards and that a plan of action to improve performance is in place and has been agreed;</li> <li>3. I confirm that ..... (name) falls below the required performance standards and I recommend his/her appointment is terminated. This recommendation is accompanied by an Adverse Report.</li> </ol> | <p><b>Reporting Officer:</b></p> <p><b>Date:</b></p> <hr/> <p><b>Countersigning Officer:</b></p> <p><b>Date:</b></p> |
|---|--|