

## **PRACTICAL GUIDELINES ON PROPATION**

In order to comply with the legal requirements with regard to the terminate of employment of probationary employees as well as to professionally manage employee performance during the probationary period, it is suggested that the following guidelines must be adhered to.

Probation review meetings should be held at least twice during an employee's probationary period. Suggested timing would be:

### **Probationary Review Meeting**

First meeting : 4 – 6 weeks

### **Final Probationary Review Meeting**

Second meeting : 10<sup>th</sup> week

## **PURPOSE OF THE PROBATIONARY MEETINGS**

- 1) To give new employees an opportunity to voice any problems or dissatisfaction with their job or work environment.
- 2) To give managers an opportunity to praise employees for work well done, so as to improve employee motivation
- 3) To give managers an opportunity to formally provide feedback to new employees and any problems that they may be experiencing about the employees, specifically in relation to:
  - Work performance,
  - Conduct,
  - Interaction with fellow employees,
  - Fit into the work environment,
- 4) To give manager an opportunity to provide new employees with assistance in the form of training, coaching, information, etc, to allow them to fully master the requirements of their new job.
- 5) To give manager an opportunity to timeously terminate the employment of employees who do not meet the required standards of their job.

## BEHAVIORAL GUIDELINES

### 1. PRIVATELY EXPLAIN THE PURPOSE OF THE MEETING

“The purpose of the probationary review is to give new employee a feedback on how well the company believe in he/she is adapting to a job and to give an opportunity to discuss any work related issues that he/she may wish to bring to our attention

### 2. GO THROUGH PROBATIONARY REVIEW FORM WITH EMPLOYEE

- Be positive and give praise where it is due,
- Describe shortcomings and detail the standard expected,
- Jointly agree on an action plan to address shortcomings,
- Offer training, coaching, assistance where necessary,
- Determine date of final probationary review.

### 3. EXPRESS YOUR CONFIDENCE

- Express your confidence in the employee’s ability to successfully complete the probationary period (if appropriate)

### 4. SET FOLLOW-UP DATE

- If a final meeting is still to be held

### 5. PROBATIONARY LETTERS

- Write out probationary review letter confirming the details of your discussion.