

Refer to the [Probation Policy](#) and [Procedures](#) before completing this report. **The report is to be completed by the employee's Supervisor.**

Employee's name: Academic level:

Work unit: Period of probation:

1st review: 2nd review: Final review:

[For the 2nd and final reviews, please ensure a copy of the previous probation report setting out the Goals and Objectives for the next 12 months are attached, reviewed and referenced as part of this review.]

WORKPLACE BEHAVIOUR, CONTRIBUTION AND ENGAGEMENT

The employee should provide evidence of:

- Collegiality with colleagues internal and external to the Faculty/College.
- Respectful workplace behaviour including with staff, students and members of the public.
- Constructive engagement with the Faculty/College's plans, objectives and initiatives.
- Attendance on campus, availability and accessibility to colleagues and students, and contribution to Faculty/College and wider University activities.

Satisfactory Improvement / Development required Unsatisfactory

Supervisor comments:

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TEACHING (*Teaching Scholars and Teaching & Research Scholars*)

The employee should provide evidence of:

- Effectiveness as a teacher for teaching and associated activities; a demonstrated understanding of and commitment to student success; and an ability to establish an effective learning environment.
- Teaching effectiveness should be supported by Teaching and Unit Evaluations and other forms of effectiveness such as citations or awards.
- Further development of learning and teaching practice i.e. participation in the Foundations of Teaching Program and/or other development activities.

Satisfactory Improvement / Development required Unsatisfactory

Supervisor comments:

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SCHOLARSHIP OF TEACHING (*Teaching Scholars and Teaching & Research Scholars*)

The employee should provide evidence of:

- Reflection on teaching practice and student learning within a particular discipline.
- Engagement with the scholarly contributions of others on teaching and learning.
- Communication and dissemination of aspects of practice and/or theoretical ideas about teaching within a discipline or more generally.
- Knowledge of the latest research and/or practice in one’s discipline for incorporating into the curricula.

Satisfactory Improvement / Development required Unsatisfactory

Supervisor comments:

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RESEARCH (*Research Scholars and Teaching & Research Scholars*)

The employee should provide evidence of:

- Alignment of research activities and outputs with the Faculty/College's research objectives and University's research strategy.
- Effectiveness as a researcher through individual productivity and performance data.
- Effectiveness of research esteem, impact and engagement in the field/s of research.
- Further development of research practice such as participation in esteemed research training programs and/or other research development activities.

Satisfactory Improvement / Development Required Unsatisfactory

Supervisor comments:

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SERVICE

The employee should provide evidence of service to the:

- Faculty/College and/or University in a constructive, proactive and collegial manner.
- Relevant discipline through professional activity, esteemed activities such as journal editing/reviewing, continuing education, consultancy, public/community engagement, conference organisation or other similar activity relevant to the work of the University.

Satisfactory Improvement / Development Required Unsatisfactory

Supervisor comments:

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ADMINISTRATION

The employee should provide evidence of:

- Ability and willingness to carry out all required administrative tasks including meeting University deadlines, appropriate use of SCU systems, constructive participation in committees and working groups, and ensuring an attention to quality in all administrative activities.

Satisfactory Improvement / Development Required Unsatisfactory

Supervisor comments:

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LEADERSHIP

The employee should provide evidence of:

- Effective leadership: e.g. understands self and manages impact on others.
- Effective management of, or interaction with, people and teams to achieve results: e.g. constructively and respectfully engages with colleagues, work units and teams.
- Effective client relationships: e.g. manages client relationships and collaborates effectively to support University goals and outcomes.
- Successful change management: e.g. positively leads, facilitates &/or supports change at the Faculty/ College and University level.
- Further development of leadership effectiveness such as participation in esteemed leadership training programs and/or other leadership development activities.

Satisfactory Improvement / Development Required Unsatisfactory

Supervisor comments:

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ADDITIONAL PROBATIONARY REQUIREMENTS

Where set out in the employment contract, comment on progress or completion of any additional probationary requirement/s:

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CAREER & PROFESSIONAL DEVELOPMENT

a) The employee should provide evidence of having undertaken career, professional and personal development activities that have been agreed upon with the Head of Faculty/College as being beneficial to the employee’s performance and progression at the University.

- Satisfactory Improvement / Development Required Unsatisfactory

b) Mandatory training:

Has the employee completed the following programs (see Scout for further information):

- Induction for New Staff
- Emergency Preparedness
- Riskware (All Staff) Training
- Indigenous Cultural Competency
- Sexual Harassment Awareness

Laboratory/technical staff (all of the above and)

Research staff (all of the above and)

- Laboratory Safety Induction Research Integrity Training

Supervisors (above training, and)

- Riskware (Supervisor)
 Recruitment & Selection Skills

Any other training requirements identified for the position during the induction process should also have been completed by the end of the probation period.

Supervisor comments:

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GOALS AND OBJECTIVES FOR THE NEXT 12 MONTHS *(all relevant criteria)*

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RECOMMENDATIONS AND CONFIRMATION

Supervisor’s summary:

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Employee’s comments:

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<input type="checkbox"/> Interim probationary report	<u>or</u>	<input type="checkbox"/> Final probationary report and /or confirmation of appointment
<p>Overall performance is:</p> <p><input type="checkbox"/> Satisfactory</p> <p><input type="checkbox"/> Satisfactory but aspects of performance/behaviour require improvement or development</p> <p><input type="checkbox"/> Unsatisfactory (<i>report attached</i>)</p> <p>Supervisor:</p> <p>Head of Work Unit:</p> <p style="text-align: right;">Date:.....</p>		<p>1. Confirmation of appointment is recommended:</p> <p><input type="checkbox"/> Yes <input type="checkbox"/> No (<i>report attached</i>)</p> <p>Supervisor:</p> <p>2. Appointment confirmed:</p> <p><input type="checkbox"/> Yes <input type="checkbox"/> No (<i>report attached</i>)</p> <p>Head of Work Unit:</p> <p style="text-align: right;">Date:</p> <p>Deputy HOWU/ Nominated Panel Member:</p> <p>.....</p> <p style="text-align: right;">Date:</p>

EMPLOYEE’S ACKNOWLEDGEMENT

I have seen this report, discussed it with my supervisor and obtained a copy as written confirmation of the action taken. I understand that I may respond to any part of this report. (*response attached* Yes No)

Employee’s signature: Date:

HR Services only	
<input type="checkbox"/> Check delegations	<input type="checkbox"/> Referral to Executive required? <input type="checkbox"/> Yes <input type="checkbox"/> No
<input type="checkbox"/> If probation not confirmed, refer to HRC	<input type="checkbox"/> Aurion updated
Actioned: Date:	