

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

**Supervisors are responsible for ensuring probation meetings will usually be held:**

Professional Staff:                      Meeting 1 to be held before end of 3<sup>rd</sup> week  
    Meeting 2 to be held before end of 12<sup>th</sup> week  
    Meeting 3 to be held before end of 24<sup>th</sup> week.

## EMPLOYEE DETAILS

Employee's name:

HEW level:

Work unit:

Period of probation:

## MEETING 1 – CHECKING IN AND SETTING PERFORMANCE EXPECTATIONS

Date:

*An employee's capability to perform the duties of the role must be identified in the early stage of employment to ensure they are the best fit for the role. An important part of this is their supervisor setting clear objectives and expectations, and having early conversations about the attitudes and behaviours that contribute positively to the faculty/work unit, the University, and deliver on the University's values.*

1. How have your first few weeks been?
  
2. Have you settled and feeling confident in your role?
  
3. What has your induction experience been like? Do you have any ideas for improvement?

<b>Key performance objectives</b>	<b>Support requirements</b>	<b>Time period</b>
<i>List the agreed performance objectives and/or priorities (use the Position Description as a guide) and how they will be measured. These objectives will be revisited throughout the probation period.</i>	<i>Identify agreed activities and resources needed to support the employee in meeting expectations within the probationary period.</i>	<i>Are the objectives ongoing or should they be achieved by a set time?</i>
1.		
2.		
3.		
4.		

The University's expectations	Discussion points (how might this be demonstrated in your day-to-day role)
The University's Values – we strive for excellence; we are bold; we care; we own it; we build trust through action.	
Respectful workplace behaviour, including with team members, colleagues, students and members of the public.	
Positive communication and constructive engagement with the work unit's objectives, initiatives and priorities.	
Attendance on campus, availability and accessibility to colleagues and students, and contribution to the faculty/work unit.	
Quality of work, attention to detail, timeliness of work completion and computing / technical skills	

**MEETING 2 – ASSESSING AND DISCUSSING PERFORMANCE EXPECTATIONS**

Date:

*The Key Performance Objectives are assessed by the supervisor*

<b>Key Performance Objectives</b> <i>Repeat the agreed performance objectives and add others if appropriate</i>	<b>Feedback and ranking</b>
1.	Feedback: <input type="checkbox"/> Meets expectations <input type="checkbox"/> Fails to meet expectations
2.	Feedback: <input type="checkbox"/> Meets expectations <input type="checkbox"/> Fails to meet expectations
3.	Feedback: <input type="checkbox"/> Meets expectations <input type="checkbox"/> Fails to meet expectations
4.	Feedback: <input type="checkbox"/> Meets expectations <input type="checkbox"/> Fails to meet expectations

The University's Values	Feedback: <input type="checkbox"/> Meets expectations <input type="checkbox"/> Fails to meet expectations
Constructive engagement with the work unit's plans, objectives and initiatives.	Feedback: <input type="checkbox"/> Meets expectations <input type="checkbox"/> Fails to meet expectations
Respectful workplace behaviour, including with colleagues, students and members of the public	Feedback: <input type="checkbox"/> Meets expectations <input type="checkbox"/> Fails to meet expectations
Attendance on campus, availability and accessibility to colleagues and students, and contribution to the faculty/work unit.	Feedback: <input type="checkbox"/> Meets expectations <input type="checkbox"/> Fails to meet expectations
Quality of work, attention to detail, timeliness of work completion and computing / technical skills.	Feedback: <input type="checkbox"/> Meets expectations <input type="checkbox"/> Fails to meet expectations

Supervisor's summary:

Employee's comments:

**Recommendation:**

- Continue probation
- Recommend termination

**MEETING 3 – ASSESSING AND DISCUSSING PERFORMANCE EXPECTATIONS**

**Final review for Professional staff**

Date:

*The Key Performance Objectives are assessed by the supervisor*

<b>Key Performance Objectives</b> <i>Repeat the agreed performance objectives and add others if appropriate</i>	<b>Feedback and ranking</b>
<b>1.</b>	Feedback: <input type="checkbox"/> Meets expectations <input type="checkbox"/> Fails to meet expectations
<b>2.</b>	Feedback: <input type="checkbox"/> Meets expectations <input type="checkbox"/> Fails to meet expectations
<b>3.</b>	Feedback: <input type="checkbox"/> Meets expectations <input type="checkbox"/> Fails to meet expectations
<b>4.</b>	Feedback: <input type="checkbox"/> Meets expectations <input type="checkbox"/> Fails to meet expectations

The University's Values	Feedback: <input type="checkbox"/> Meets expectations <input type="checkbox"/> Fails to meet expectations
Constructive engagement with the work unit's plans, objectives and initiatives.	Feedback: <input type="checkbox"/> Meets expectations <input type="checkbox"/> Fails to meet expectations
Respectful workplace behaviour, including with colleagues, students and members of the public	Feedback: <input type="checkbox"/> Meets expectations <input type="checkbox"/> Fails to meet expectations
Attendance on campus, availability and accessibility to colleagues and students, and contribution to the faculty/work unit.	Feedback: <input type="checkbox"/> Meets expectations <input type="checkbox"/> Fails to meet expectations
Quality of work, attention to detail, timeliness of work completion and computing / technical skills.	Feedback: <input type="checkbox"/> Meets expectations <input type="checkbox"/> Fails to meet expectations

Supervisor's summary:

Employee's comments:

**Recommendation:**

- Confirm employment
- Recommend termination

**SIGNATURES**

Supervisor: .....

Head of Work Unit: .....

Employee: .....