

RECRUITING NEW STARTERS

Guide 1.3: Using Probationary Periods

Did you know that when you recruit, you can offer the job on the basis that it will start off as a probationary period? This is different to a trial shift which is done before you offer them the job.

What are Probationary Periods?

A probationary period is a set number of weeks or months at the start of someone's employment with you. It can be any length, but a three or six-month probationary period is normal.

This period is a chance for you to give your new employee all the support and training they need to do their job properly and for you to check out if they are the right person for the job.

It is normal during the probationary period to have regular meetings where you sit down with your new employee and talk about how well they are doing and how they feel they are getting on. Is there anything you would like them to do differently? For more information on this see guide 2.12 Employing Your New Starter – Probationary Periods.

If you want to have a trial period for the job you are recruiting, it's always best to include this fact in the advert and at interview.

For HR support, please contact Colden HR on [0121 284 0852](tel:01212840852) or email enquiries@coldenhr.co.uk and quote your NCASS membership number.