

## EMPLOYING YOUR NEW STARTER

# Guide 2.12: Probationary Period

A probationary period is a set period of time at the start of employment during which you closely monitor your new employee's work, and how well they are suited to the role and the business.

## Managing the Probationary Period

A probationary period can be any length, but a three or six month probationary period is common.

This probationary period is a chance for you to give the new employee all the support and training they need to do their job properly, and to give them an opportunity to tell you how they feel it is going. It's normal during the probationary period to have regular meetings where you sit down with the new employee and talk about how well they are doing. Is there anything you would like them to do differently? Start setting them some goals – tasks you would like them to do or demonstrate that they know how to do by a certain date.

It's best to let your employee know in advance when these meetings are going to be. For example, if you have a three month probationary period, then let them know you will review their progress at the end of one, two and three months. A template is provided below for you to use at these review meetings.

## At the End of the Probationary Period

In the final probationary review meeting, you will have to decide whether you are happy to keep on employing them. This is called "confirmation in post". If you are happy to confirm them in post – great. Let them know how well they are doing and be sure to put it in writing.

If they're not doing that well, you have the option of extending their probationary period. This would need to be for a relatively short period of time, for example a further month. Maybe there is something they haven't done by the time you asked, but you believe they will do this soon. You will need to confirm any extension to them in writing.

If you are already sure you don't want them to remain with you, this would be a dismissal on the grounds of capability – see guide 3.7 'Managing Your Employees – Letting Employees Go'.

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