



UNIVERSITY OF  
LINCOLN

# Professional Services Probation Policy

Version 4.1 / April 2023

## Contents

Section	Title	Page/s
1	Purpose	3
2	Scope	3
3	Aims	3
4	Principles	3
5	Responsibilities	4

## **1. Purpose**

The purpose of this policy is to make explicit the University's commitment to the fair, equal and consistent treatment of staff with regard to the probationary period. The policy should be read and used in conjunction with the probationary guidelines that provide a flexible framework in order to promote good employment practices.

## **2. Scope**

**2.1** This policy relates to all professional service staff newly appointed to the University.

**2.2** The confirmation of appointment is subject to satisfactory completion of probationary period, which for professional service staff is usually 6 months.

**2.3** The probationary period may be extended if the employee has not performed to the expected standards or due to sickness or other authorised absence.

**2.4** In some instances the University reserves the right to terminate individual's employment before the end of the probationary period.

**2.5** Existing members of professional service staff who are promoted or take up another role within the University will not be subject to a new probationary period unless the initial probation period has not been completed.

## **3. Aims**

**3.1** The policy provides the employee with a fair opportunity to accustom themselves to the working practices of a new organisation and understand the standards of performance required.

**3.2** For the University, probation provides a framework to make a realistic assessment of the employee's overall performance and ensure their competence in the new post, it also gives guidance and support to the employee to enable them to be effective in their new post.

**3.3** Probation helps managers to identify the employee's development needs and enable them to provide the employee with opportunity for improvement.

## **4. Principles**

**4.1** The probation process must be conducted in accordance with the University policies and procedures and must be free from any acts of inequality and / or discrimination.

**4.2** The probation should work alongside the induction process to help the employee successfully settle into the University and to support the employee's progress in the new role within reasonable time.

**4.3** The probationary period involves regular meetings between the employee and their Line Manager where the initial and ongoing objectives will be set, discussed and reviewed.

**4.4** The outcomes from the probationary meetings should be documented and approved by both parties after each meeting. The probation form should be used to keep a record of discussions.

**4.5** Department of People, Performance and Culture (PPC) representatives are available to provide advice, guidance and support throughout the probationary period.

**4.6** If at any time during this process the employee feels that the procedure has not been fairly and reasonably implemented it is important for the employee to raise this with their Line Manager in the first instance. If this is not appropriate for any reason, the employee may raise it with their PPC Representative.

**4.7** If any performance gaps are identified, the Line Manager should raise these immediately with the employee and seek advice from their PPC Representative (please refer to Probation Guidelines).

## **5. Responsibilities**

### **5.1 Employee responsibilities**

- To demonstrate their suitability for the post and fulfil the requirements of the role as stated in the job description and person specification.
- To discuss any training / development or support needs with their Line Manager at the earliest opportunity and ensure that any training / development is undertaken to the agreed timescales.
- To attend the University's 'The Lincoln Welcome' event at the earliest opportunity and to complete relevant mandatory training
- To complete the paperwork after each interim review meeting, which then needs to be signed by both parties.
- To agree interim objectives during the final review meeting for the period up to the next appraisal cycle begins.

### **5.2 Line Manager responsibilities**

- To manage the probationary period of the newly appointed employee.
- To communicate to the employee the key aspects of the role, structure of the department and how these fit within the University structure.
- To ensure that the employee has been invited to the University's 'The Lincoln Welcome' event and they attend at the earliest opportunity.
- To ensure the employee has completed the relevant mandatory training within the probation period.
- To meet with the employee on regular basis to monitor their progress and identify any development needs required to improve their performance.

- To provide the employee with the University and Departmental objectives and to discuss these with the employee to ensure they understand them and then set their own individual objectives.
- To discuss with the employee their individual objectives which shall be relevant and realistic and to provide appropriate support / guidance (referring to the Staff Organisational Development Programme where appropriate) to help them achieve these objectives.
- To complete the paperwork after each interim review meeting, which then needs to be signed by both parties.
- To agree interim objectives during the final review meeting for the period up to the next appraisal cycle begins.
- On the completion of the six-month probationary period to send the paperwork to the PPC and advise whether the appointment should be confirmed.

### **5.3 Department of People, Performance and Culture (PPC) responsibilities**

- To signpost the relevant probation documents to the Line Manager and the employee.
- To organise the University's "The Lincoln Welcome" and invite new starters.
- When required, to provide advice, guidance and support throughout the implementation of the probationary procedure for both the Line Manager and the employee.
- In the event of any underperformance issues, to be responsible for advising the Line Manager on what actions should be introduced and when required to support the Line Manager during any formal meetings held to address these issues.
- To confirm in writing the outcome of the probationary period and advising on any further actions (if and when required).

# Professional Services Probation Policy

Owner	Last Reviewed
Operations	April 2023



UNIVERSITY OF  
LINCOLN