

Probation Performance Review Policy Template

1. PURPOSE

- 1.1. To adopt an objective approach of complying with the probation review and its Contribution to performance appraisal for all employees employed at [COMPANY NAME].
- 1.2. To provide an opportunity for the supervisor/manager and employee to assess the Employee's Performance and to provide training when applicable based on the recommendation of the head of department; this training is guided by the Training Plan and the needs exhibited by the employee as they start to work for [COMPANY NAME].
- 1.3. To improve the line of communication among managers, supervisors and employee in developing a better and a more productive team
- 1.4. To provide supporting documentation for employment confirmation, probation extension or contract termination.
- 1.5. For ensuring continuous quality improvement and patient safety awareness in our staff including sustaining our occupational / environment, Health and Safety systems.

2. POLICY

- 2.1. Each employee shall undergo the probation review with his or her direct supervisor or manager.
 - 2.1.1 Any concerns that a manager has regarding a new employee's performance MUST be addressed as soon as possible after commencement of employment; this issue needs to be raised to the manager's HOD as soon as possible with solutions and follow-up documentation.
- 2.2. Each employee is subject to up to three (3) /or up to six (6) months probationary period (stipulated in contract). Probation review must be conducted by the direct supervisor with the employee BEFORE the end of the probationary period.
- 2.3. During the probation review, the manager has three options for recommendation:
 - 2.3.1. Confirmation of employment
 - 2.3.2. Termination of employment
 - 2.3.3. Extension of the probationary period for a specific number of months.

2.3.4 All of the above must be confirmed by the COO, and termination must be confirmed by the CEO

2.4. The Human Resource Department issues a confirmation letter to confirmed employees once notified by the HOD, and approved, and it shall be kept in the personnel file.

2.5. If the recommendation is termination, the Human Resource Department assists the employee in completing the Clearance Form. The appropriate procedure for Separation (which includes the best practice for Termination) are followed.

2.6. If the recommendation is approved for an extension of the probation period (see Clause 2.3), HR shall take note of the extension and shall monitor its due date, in conjunction with the employee's manager.

2.7 The completed probation appraisal review form shall be submitted to the Human Resource Department and shall be kept in the personnel file. A copy can be obtained from the HR Department at any time by the HOD, member of employee concerned. It is [COMPANY NAME]'s recommendation that employees are responsible for maintaining their own personnel portfolio which should include a copy of their appraisals.

2.8. In the event that the employee disagrees with the appraisal and rating of the manager, the employee can write his objections in the comments (space) provided in the form, and escalate a grievance, if necessary.

2.9 Signage of the appraisal form by both parties, employee and manager is mandatory.

2.10 Internal transfers / promotions are NOT subject to second periods of probation; such transfers / promotions are dealt with according to the performance management review policy unless the employee concerned is still within the initial probationary appraisal period

3. PROCEDURE

3.1. Probationary Review

3.1.1. The Human Resource Department reminds all concerned department heads, managers and supervisors, of the list of employees who need to be subject to probationary review, at least

bi-annually, and at least after 8 weeks of employment. The HOD and employee are responsible for ensuring that a probationary review is carried out.

3.1.2. The concerned department head, manager or supervisor shall complete the Probation Review (the company recommends that this is done in the presence of the employee to both engage and discuss issues) and shall indicate his or her recommendation for the employee. (Based on completion of all orientation and joining processes and performance in accordance with the appropriate competency frameworks; including the ability to verbalize accreditation standards in effect and occupation / environmental health and safety of care process adherences).

3.1.3. The concerned department head, manager or supervisor shall communicate and discuss with the employee the result of the probation review form and both parties sign the probation review form indicating that the process has taken place. The employee has the option to disagree and may write his comments in the space provided in the form.

3.1.4. The signed probationary review form will then be sent to HR where final approval takes place by HR/COO / CEO and the form is subsequently filed by the Human Resources Department.

3.1.5 HR will send a letter confirming full employment to the member of staff and payroll department is informed as benefits immediately come into force

4. REFERENCES

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