

Trowbridge Town Council

Working with the Community

Probationary Period Procedure

1. Introduction

All permanent and temporary employment with Trowbridge Town Council is subject to the satisfactory completion of a probationary period; the length of which is determined by the terms of the employment contract;

- 3-month period for temporary contracts (12 months)
- 6-month period for permanent contracts of over 12 months

2. Reviews

The purpose of probationary period reviews is to:

- Clarify the expectations of the job with reference to the job description and performance standards
- Provide feedback and recognition to the new employee
- Strengthen the employee / manager relationship
- Make a decision on the employee's suitability in the post

For **3 month probationary periods** reviews should be carried out:

- i) after 6 weeks
- ii) 2 weeks prior to completion (final review)

For **6 month probationary periods** reviews should be carried out:

- i) after 6 weeks (interim appraisal)
- ii) at the end of 3 months
- iii) 2 weeks prior to completion (final review)

Completion of the attached forms must be undertaken to formally record the outcome of the review meetings. The records can then be used as reference for both the employee and the Council.

New employees and their reviewers are encouraged to complete forms electronically providing as much information as possible. **All electronic copies must be saved to the employees/reviewers personal U:drive to ensure the information remains confidential.**

The Head of Resources must be consulted if any difficulties are anticipated and should, if appropriate, be given the opportunity to attend the final review meeting.

The result of the final review meeting must be reported back to HR at least one week before the final day of the probationary period. This is to enable written confirmation of the outcome to be issued before the end date; failure to meet this requirement will result in individuals automatically becoming employed.

3. Responsibilities

- The **Head of Resources** will prompt line managers when reviews are due and issue appropriate assessments forms to both line manager and employee. They will also arrange the preparation and issuing of letters following review meetings.
- The **Employee** must take responsibility for completing the review pre-assessment form and returning it their line manager prior to the review meeting.
- The **Line Manager** must arrange for the reviews to be undertaken within the given timescales and the completed and signed review forms to be returned to HR. They must also consult the Head of Resources before a review meeting if they are considering extending or failing a probationary period.

APPENDICES

Probationary Period Review: Pre-Assessment

Probationary Period Review: Performance Assessment

Lance Allan – Town Clerk & Proper Officer

Signed

Dated

*Approved at the meeting of the Annual Council meeting on 18th May 2021.
Date of next review: May 2025 unless legislation or the size and nature of the Council changes.*

Probationary Period Review: Final / Interim

Performance Assessment Periodto

Employee

Line Manager

Line Manager to complete and discuss with the employee during the review meeting.
Please tick in the appropriate rating for each of the areas of assessment.

Key: **E = Excellent:** performance exceeds the requirements of the job
G = Good: performance fully meets the requirements of the job
P = Poor: performance needs improvements

Assessment Area	E	G	P	Comments
Quality of Work Standard of completed work				
Quantity of Work Volume of work completed to acceptable standard				
Time Management Use of time				
Flexibility Shows willingness and ability to handle all duties				
Initiative Takes effective action without being told.				
Interpersonal Skills Gets on well with others				
Timekeeping				
Absence levels				

P.T.O

Managers Comments:

Employees Comments:

Possible areas for training / development/ improvement:

Manager Signature:

Name:

Date:

Employee Signature:

Name:

Date:

FOR COMPLETION AT FINAL REVIEW MEETING ONLY

Has the employee successfully completed their probationary period? **YES / NO**

If **NO**, does it need extending (note: probationary periods should only be extended once)
YES / NO / N.A

If **YES** for how long (note: - specific targets are to be agreed and regular meetings held to discuss progress)

If **NO** reasons for failure must be discussed with the employee and HR notified immediately.

Manager's Signature:

Name:

Date: