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## Probation

### Assessment and Performance

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#### Effective probation assessment

Effective monitoring of performance and behaviour allows a Team Leader to:

- identify relevant strengths and weaknesses in the staff member
- provide constructive feedback and counselling
- take any necessary remedial action.

#### Identifying performance Issues

Promptly identifying weaknesses during the probationary period should prevent underperforming staff from completing their probation period where appropriate. This includes staff whose performance is considered marginal. If it is apparent that performance issues are not likely to be resolved within a **short** period of time, serious consideration should be given to terminating employment.

#### Acting promptly to address issues with behaviour or performance

If performance or behaviour is a problem, action **must** be taken promptly to address the issue. Any areas of specific weakness **must** be drawn to the probationer's attention as soon as possible. The probationer must be counselled, subsequently provided with a written version of the counselling, and given an opportunity to improve.

The following measures may be used to assist the probationer to improve performance:

- closer supervision and more regular formal assessment and reporting
- identification and implementation of any additional training or development
- where practicable, adjustment of their duties or transfer/rotation to other duties.

**See also:** [Managing Underperformance](#)

Over the longer term, such action can save the Department resources otherwise required for supervision, counselling, training and management of those staff who are not performing satisfactorily.

Where aspects of performance or behaviour are below the level expected, it is important that the probationer is advised, in writing, that continued poor work-related behaviour or performance may result in a recommendation that their employment be terminated.

It is also important to ensure that where performance is unsatisfactory or marginal and termination is warranted, action to terminate is taken promptly after assessment.

#### Assessment and reporting process

All staff, including new ongoing employees, are subject to the PDS.

**See also:** [Managing Performance & PDS](#)

Two probation reports are required during the probationary period.

### The probation process

Step	Responsibility	Description
1	Team Leader and Probationer	Set up PDS within 4 weeks of starting
2	Team Leader	4 weeks - First probation assessment/report Is performance satisfactory? <ul style="list-style-type: none"><li>● Yes - Report forwarded to Recruitment and treated as confidential</li><li>● No - Immediately refer the report to the HR Area in State and Territory Offices and People Branch via the Performance Solutions Unit.</li></ul>
3	People Branch	<ul style="list-style-type: none"><li>● E-mails Team Leader after 4 weeks to ensure that a PDS agreement is in place and that the four week probation period has been completed and</li><li>● Contacts team leader prior to 8 weeks to offer assistance and advice in completing the report at 8 weeks.</li></ul>
4	Team Leader	8 weeks - Second probation assessment Is performance satisfactory? <ul style="list-style-type: none"><li>● Yes - In the majority of cases, where work Performance and behaviour are Satisfactory the probation period can be Finalised at 3 months</li><li>● No - Immediately refer the report to the HR Area in State and Territory Offices and People Branch via the Performance Solutions Unit.</li></ul>

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Page last modified: 06 July, 2006

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