

Favourites

[Home](#) > [Managing our People](#) > [Optimising Performance](#) > [Probation](#)

Probation

The Period of Probation

[Length of probation](#)

[When to extend probation](#)

[Length of probation for cadets and graduates](#)

[Extension of probation](#)

Length of probation

A three-month probation period is usually enough time to assess a staff member's performance and behaviour.

When to extend probation

There may be occasions where a longer period of probation may be required. Factors to be considered when deciding if the length of probation is reasonable are outlined in the following:

Seniority of the position

Senior positions may warrant a longer period of assessment.

Amount of supervision

Positions that work independently to a large degree may need a longer period of probation to assess their performance.

Length of task performance

Performance of tasks that are long term may require a longer period of assessment given the desired outcomes of the tasks and often the specialist skills and knowledge required of participants.

Practice in the relevant industry

Where a staff member has limited experience in a similar environment such as with another Public Sector or Australian Public Service agency, the period of probation may be extended where situations are appropriate.

Skills, knowledge and ability of the new staff member

Some staff engaged to perform duties requiring specific qualifications and/or skills may require longer to assess their application of the qualifications and/or skills in the workplace.

Note: If the duties require a longer period of probation, the prospective employee must be advised of the length of probation **before** engagement.

Length of probation for cadets and graduates

Due to the requirement for graduates and cadets to complete a period of development/training, probationary assessment will continue until the completion of this period as indicated in the following:

Aboriginal and Torres Strait Islander Cadets

Three months from the beginning of continuous employment in the workplace.

Graduates

12 months.

Health Economist Cadets

12 months.

Extension of probation

The possibility of extension of probation up to a total of 6 months must be identified to the staff member prior to engagement. A three month probation period may, in exceptional circumstances, be extended for a short period to allow for adequate assessment to be completed. However, the overall period must not exceed six months where the extension is due to doubts about the staff member's performance or behaviour.

Please note that where a period of probation is to be extended beyond 3 months the staff member whose probation is to be extended must be advised of this extension within the initial 3 month probationary period.

Where a supervisor believes that a staff member's probation should be extended they must first contact People Branch on 6289 8888.

Leave

For example, an extended period of leave taken during probation can be a sufficient reason to extend the probationary period. Supervisors, who feel they cannot adequately assess the probationer's work performance, may extend the probationary period provided they provide written advice to the probationer before the expiration of initial probationary period.

The standard letter of offer will provide for extension up to 6 months but it would be expected that probation for most categories of staff would be completed in 3 months.

A period of absence due to injury or illness for a continuous period of four weeks or more may require the deferral of a probation assessment and report. In such cases the period by which reporting is deferred will be no greater than the period of absence. Please note that where a period of probation is to be extended beyond 3 months the probationer must be advised within the initial 3 month probationary period.

Page last modified: 28 November, 2008

Page author email: [#intranet@people.author](#)