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## Probation

### Responsibilities of Probationers and Team Leaders

#### Responsibilities of a Probationer

A probationer is responsible for:

- performing their duties with skill, care, accuracy and diligence to the required standard
- acquainting themselves with information regarding their job
- seeking further guidance/training as required
- providing service and timely advice to colleagues, clients and members of the public in a professional manner
- treating their colleagues, clients and members of the public with courtesy respect and sensitivity
- behaving in a manner that maintains and enhances the reputation of the Department and the Australian Public Service
- complying with the Australian Public Service Values and Code of Conduct.

**See also:** [APS Code of Conduct](#)

#### Responsibilities of a Team Leader

A team leader has responsibilities to the probationer for:

- offering support and guidance, and acting as a role model
- sharing information and assisting in the integration of the probationer into the workplace/environment and team
- treating the probationer fairly and equitably
- ensuring the requirements of the Performance Development Scheme (PDS) are met
- ensuring the probationer is correctly inducted and receives necessary training
- being familiar with the APS and Departmental Values
- communicating work performance expectations clearly
- completing the required probation reports on time, providing counselling and other feedback, and documenting any subsequent action undertaken
- integrating probation with overall performance management
- complying with the policy and procedural requirements in managing the probation process
- recommending completion of probation or termination of employment with accompanying documentation.

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