



Staff Probation Procedure

1. Purpose and Scope

The probationary period is an important part of the onboarding process of new employees to KOI. This procedure sets out how probationary periods will be managed. The CEO and President has the discretion to reduce or waive the probationary period.

This procedure applies to all full-time and part-time staff appointed on a continuing contract of one year or more.

2. Related Documents

This Procedure/Guideline is to be read in conjunction with KOI's:

- Staff Review and Development Policy
- Staff Review and Development Procedure
- Staff Performance Management Procedure
- Staff Probation Review Form

3. Definitions

<i>Development</i>	<i>is training and skills development aimed at improving a staff member's performance in their appointed role.</i>
<i>Objectives</i>	<i>are mutually agreed goals identified between a staff member and their supervisor that support KOI's strategic objectives</i>
<i>Performance</i>	<i>refers to how a member of staff fulfils the duties of their role, completes required tasks and behaves in the workplace. Measurements of performance include the quality, quantity and efficiency of work</i>
<i>Supervisor</i>	<i>a staff member's line manager.</i>

4. The Procedure

This procedure requires actions by the following:

- a. Supervisor;
- b. Staff Member;
- c. Manager, Human Resources; and
- d. CEO and President

5. Roles and responsibilities

5.1 Supervisor

Set Objectives

1. At the commencement of your staff member's employment with KOI arrange to meet with them and provide them with information on the organisational unit plans and expectations of their role and responsibilities during their probationary period.
2. Discuss with the staff member what objectives and performance indicators will be required to be achieved to successfully pass their probationary period.
3. Discuss with the staff member and establish a learning and development plan to support their achievement of their goals and objectives.



Review Progress, Provide Feedback and Perform Probation Reviews

4. Initiate probation review discussions at two months, four months and prior to 6 months of employment.
5. Meet with the staff member to review and evaluate their performance during their probationary period and ensure this is captured on the Probation Review Form. In these discussions:
 - a. review any issues relating to the staff member's workload;
 - b. document achievements and milestones reached;
 - c. document any unplanned objectives and / or changes to current objectives along with relevant changes to original performance indicators if required;
 - d. determine whether the staff member is likely to achieve performance objectives and, where possible, resolve barriers to achievement;
 - e. identify and plan ways to address learning and development needs; and
 - f. provide constructive feedback
6. Provide coaching and development support
7. Provide timely feedback regarding:
 - a. good / high performance; and
 - b. poor performance; and development / actions required to achieve desired results and ultimate consequences if not met
8. At each review the supervisor will need to assess whether the employee is on progress to pass probation, needs further support and development to pass probation or requires performance management as per the performance management procedure. If an employee requires performance management notify the HR Manager.
9. Provide all completed probation review forms to the HR Manager to be stored on the employee's personnel file.

5.2 Staff Member

Set Objectives

1. Review your initial performance objectives, learning and development plans and performance expectations and discuss these with your supervisor
2. Relevant information is available from your supervisor and may include, but is not limited to:
 - a. the Position Description;
 - b. the strategic objectives of KOI and the organisation unit;
 - c. operational objectives for your work area;
 - d. workload models or approaches; and
 - e. any established academic promotional criteria

Review Progress, Obtain Feedback and Attend Probation Reviews

3. Discuss your progress, achievements, milestones and outcomes with your supervisor at your probation review meetings. Seek feedback and support as needed to achieve your objectives and development goals

5.3 Human Resources

1. Provide the first line of support for probation review enquiries
2. Track probation review completion rates
3. Report probation review completion dates to higher-level supervisors and to the CEO/President
4. Collate probation review forms and save to staff personnel files
5. Issue probation review successful letters to staff
6. Where performance management is required working with the supervisors through this process
7. Where allegations of bullying and harassment or discrimination are made, co-ordinate investigations and decide on matters which need to be referred for review or investigation



5.4 CEO / President

1. Provide oversight for the implementation of the procedure
2. Receive reports from Human Resources Manager on results of probation reviews.

6. Associated Information

Document control

Policy title	Staff Probation Procedure
Policy owner	Human Resources Manager
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Changes in this version	New Procedure

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*****END OF PROCEDURE*****