



PROBATIONARY PERIODS

The purpose of a probationary period is to assess whether a new employee is suitable for their role and the organisation. It is a time for their manager to provide guidance, training, and ensure the new employee is empowered to succeed in their role.

We recommend a 6 month probationary period. The probationary period may be shorter, but cannot exceed 6 months.

During the probationary period, it is important that managers do all they can to assess the suitability of their new employee. This includes ensuring expectations are clear, offering timely feedback, providing the necessary tools and resources, and positive and encouraging support.

Terminating an underperforming employee after the probationary period has ended is time consuming, costly, and emotionally challenging. This is why it is important to make a decision about the employee's suitability within their first 6 months.

If you would like to include a probationary period in your letters of offer, or would like advice on an underperforming employee within probation, contact People&Culture@victas.uca.org.au.

