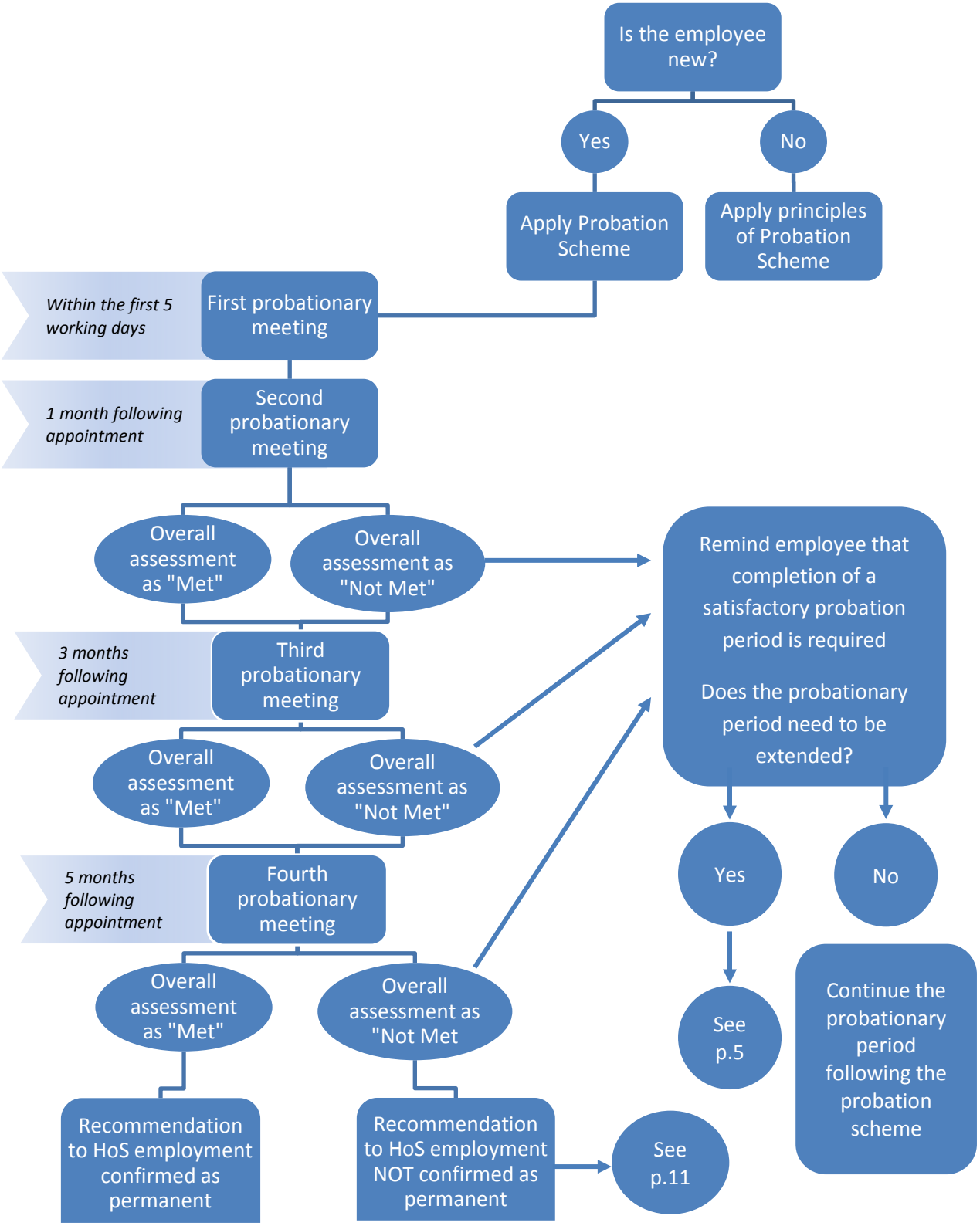
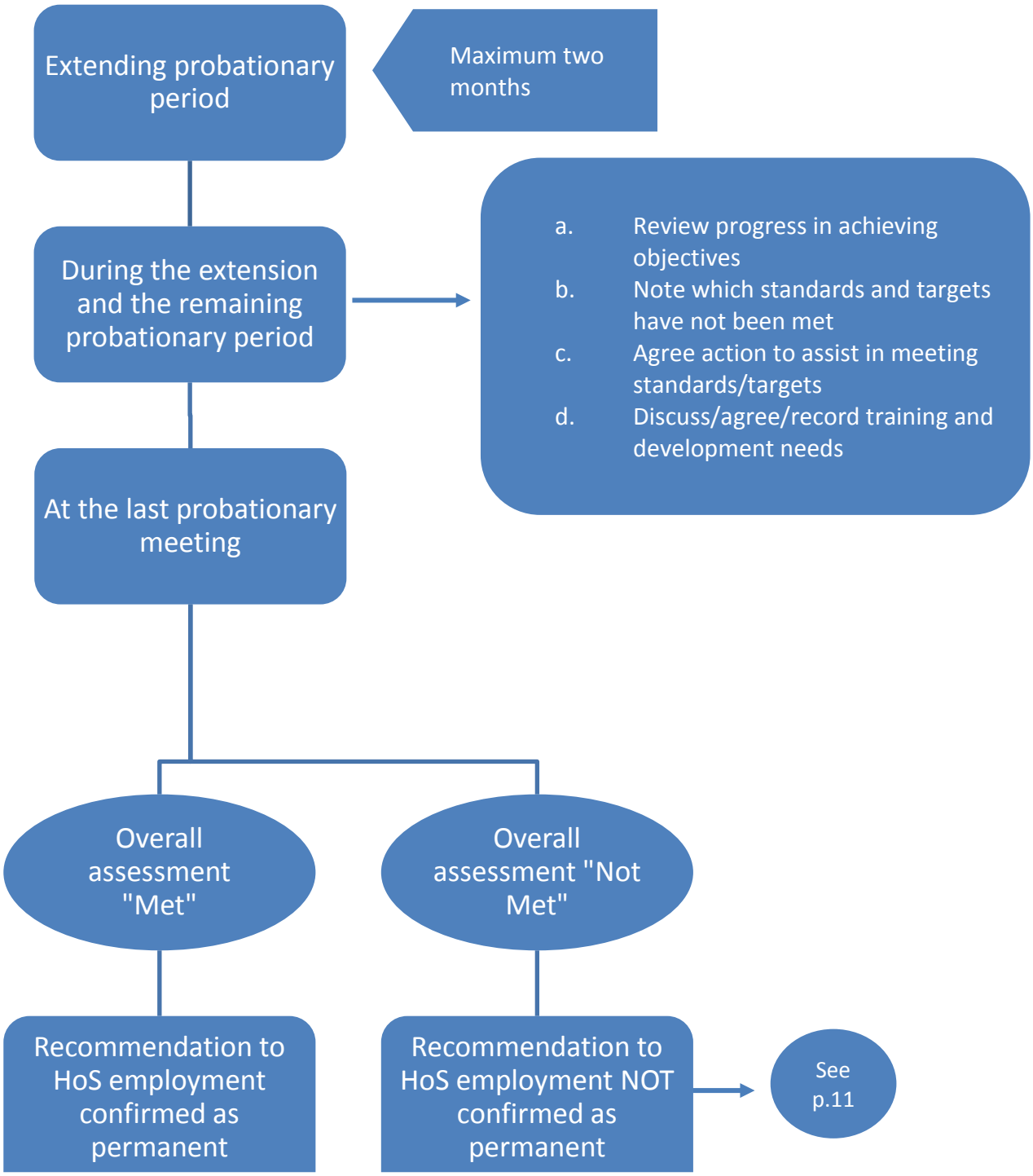
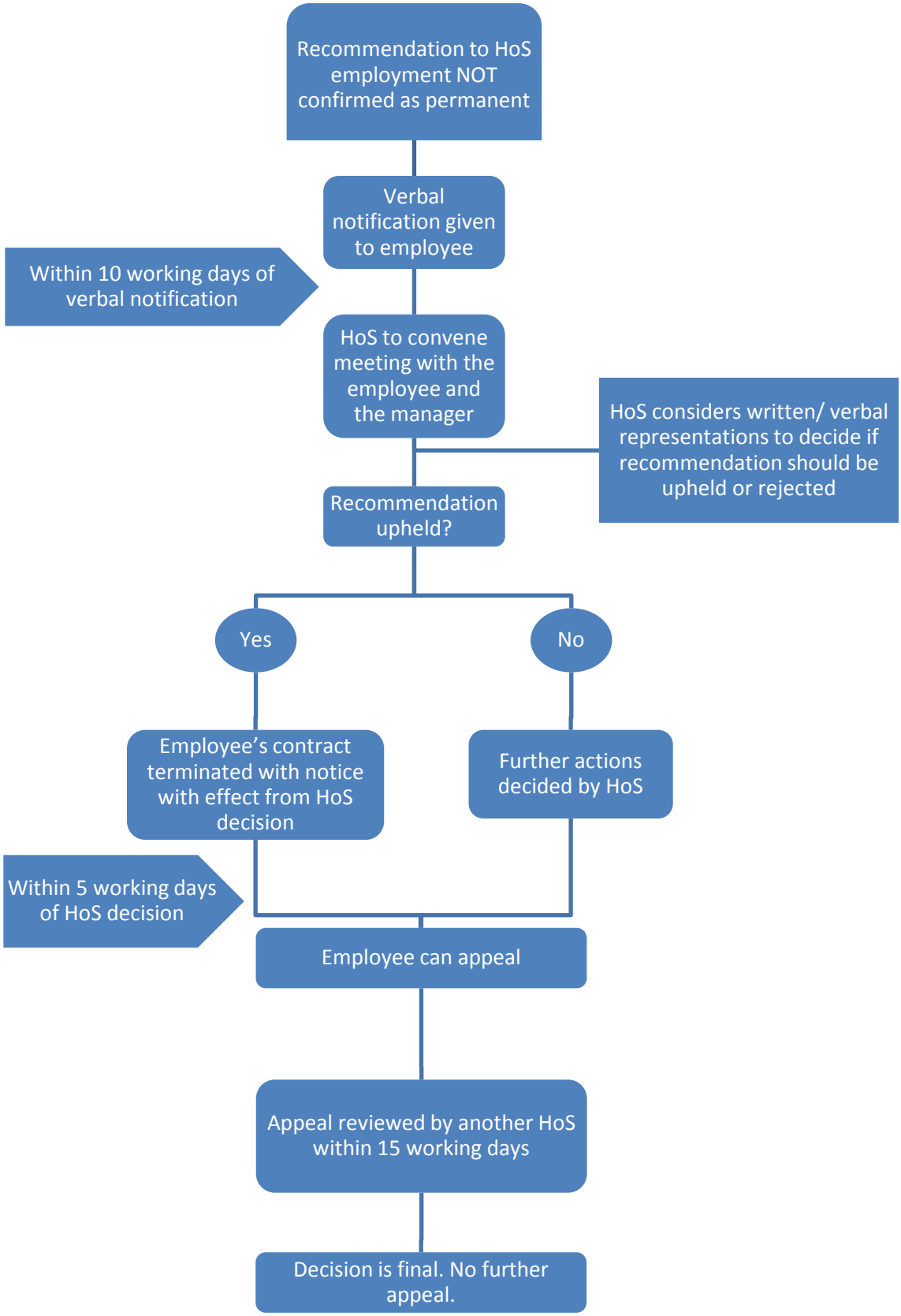

Is the employee new?
Yes
No
Apply Probation Scheme
Apply principles of Probation Scheme
Within the first 5 working days
First probationary meeting
1 month following appointment
Second probationary meeting
Overall assessment as "Met"
Overall assessment as "Not Met"
Remind employee that completion of a satisfactory probation period is required
Does the probationary period need to be extended?
3 months following appointment
Third probationary meeting
Overall assessment as "Met"
Overall assessment as "Not Met"
Yes
No
5 months following appointment
Fourth probationary meeting
Overall assessment as "Met"
Overall assessment as "Not Met
See p.5
Continue the probationary period following the probation scheme
Recommendation to HoS employment confirmed as permanent
Recommendation to HoS employment NOT confirmed as permanent
See p.11


Extending probationary period
Maximum two months
During the extension and the remaining probationary period
a. Review progress in achieving objectives
b. Note which standards and targets have not been met
c. Agree action to assist in meeting standards/targets
d. Discuss/agree/record training and development needs
At the last probationary meeting
Overall assessment "Met"
Overall assessment "Not Met"
Recommendation to HoS employment confirmed as permanent
Recommendation to HoS employment NOT confirmed as permanent
See p.11


Recommendation to HoS employment NOT confirmed as permanent
Verbal notification given to employee
Within 10 working days of verbal notification
HoS to convene meeting with the employee and the manager
HoS considers written/ verbal representations to decide if recommendation should be upheld or rejected
Recommendation upheld?
Yes
No
Employee's contract terminated with notice with effect from HoS decision
Further actions decided by HoS
Within 5 working days of HoS decision
Employee can appeal
Appeal reviewed by another HoS within 15 working days
Decision is final. No further appeal.