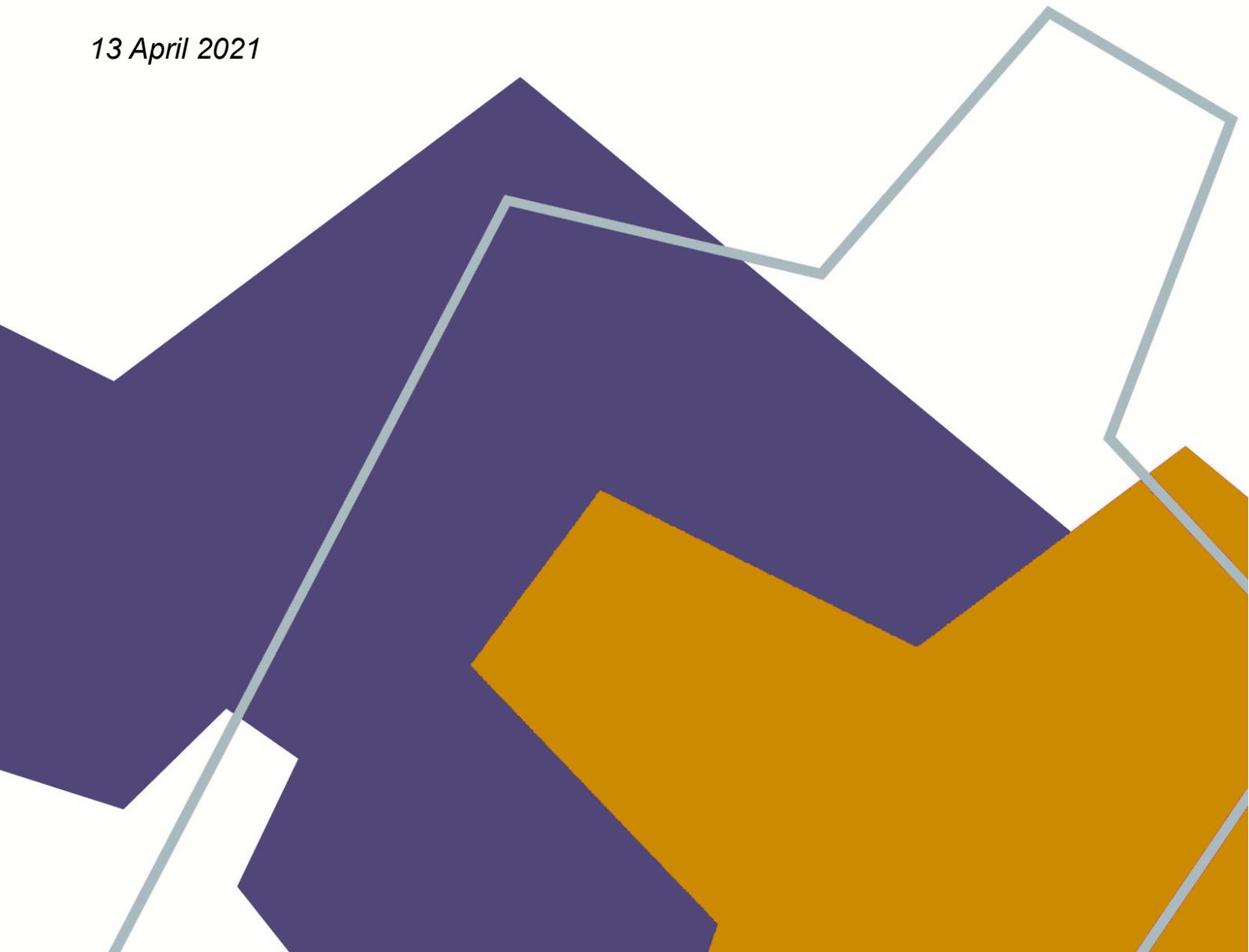


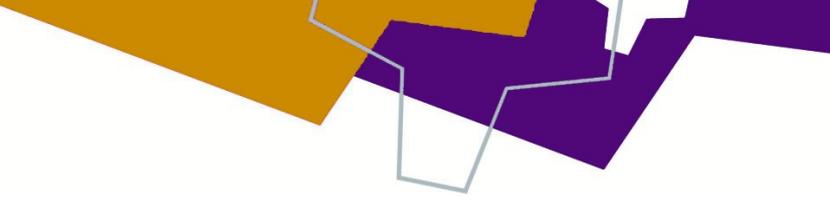


The Scottish Parliament  
Pàrlamaid na h-Alba

# Probation Guidance for Managers

*13 April 2021*





The probationary period is an extremely important time for your new member of staff and for you as their line manager. It is essential that we use the probationary period to satisfy ourselves that your new member of staff can meet our required standards of conduct, performance and attendance before they become a permanent member of staff. This procedure applies to new members of SPCB staff, including agency staff and inward secondees who become permanent members of staff.

### **Is there any flexibility regarding the length of the probationary period?**

There is scope within the procedure for you to bring the 6 month probationary period to an end earlier to reflect individual circumstances – this is on advice from the People and Culture Office. It can also be lengthened by a maximum of 3 months, for example in situations where performance falls slightly short of required standards and there is an expectation that, with further time and support, it will reach satisfactory level.

### **What support should I provide?**

Your probationer will require additional support in their first few months of employment and it is up to you to make sure that they understand what is expected of them. As part of the induction procedure you should explain the following to your new member of staff:

- the purpose of probation
- the required standards of conduct, performance and attendance;
- what their initial objectives are;
- how their progress will be monitored; and,
- how they can seek help from you as their line manager.

Informal meetings, at least monthly, will provide you both with the opportunity to openly discuss progress to date and to highlight any developmental requirements. These conversations, and any action points, should be summarised and captured on TRS by the member of staff. It might also be a good idea to ask for feedback from others in the organisation so that a wider view of performance and any associated development needs may be obtained.

Contact the People and Culture Office and your Group Head if you have any concerns about any aspect of your probationer's performance, conduct or attendance. Where any performance difficulties emerge, these will be captured outwith TRS and stored on the member of staff's career folder.

Towards the end of the probationary period you should arrange to meet with your probationer for a final review meeting. If the probationary period has been satisfactorily completed then you should e-mail the humanresources mailbox and confirm the probationer as a permanent member of staff.



## **Standards of Attendance**

We ask that you keep an eye on your probationer's sick absence as this allows us to see whether their attendance pattern is likely to cause any problems in the future. Your probationer's attendance record may be considered unacceptable if they have reached any of the flags for consideration of formal management action as laid out in the [Attendance Management Policy](#). You must inform the People and Culture Office if you have any concerns about your probationer's sick absence.

# Probation Guidance for Managers

***For further information contact:***

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