

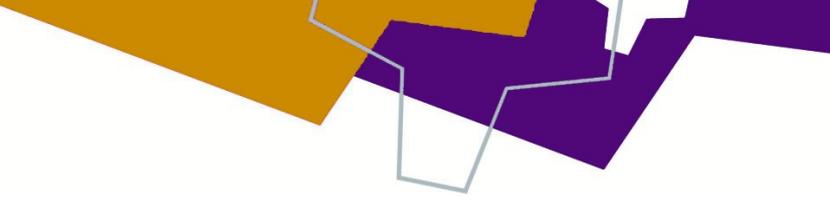


The Scottish Parliament
Pàrlamaid na h-Alba

Guidance for Probationers

2 June 2021





The first 6 months of your appointment is a very important period in your employment with us. Procedures are in place to ensure that you receive appropriate support during this time to help you meet the standards required.

What is the purpose of the probationary period?

- to ensure that you understand what is expected from you in terms of [performance](#), [conduct](#) and [attendance](#) and that you receive appropriate assistance to support your progress and development in your new role
- to give us the opportunity to ensure that you are capable of undertaking the role you have been employed to fulfil
- to allow for any difficulties to be addressed and resolved at an early stage

Who will assess my progress during my probationary period?

Your line manager has responsibility for managing your probationary period. Your Head of Group/ Office will also be kept informed of your progress.

What will be assessed?

There are three key areas where your progress will be monitored by your line manager:

- Performance
Your line manager will have informed you of the skills and behaviours against which you will be assessed and it is important that you familiarise yourself with this at an early stage.
- Conduct
You should familiarise yourself with the expected [standards of conduct](#)
- Attendance
Your attendance is monitored closely during your probationary period in order that your line manager can see whether or not your [attendance pattern](#) is likely to give cause for concern in future. If you do experience ill-health and are concerned about the potential impact this may have on your probationary period, then please discuss your concerns with your line manager.

If you have any doubts or questions as to what is expected of you at any stage during your probationary period, you should discuss this with your line manager at the earliest opportunity. You can also seek advice and guidance from the [People and Culture Office](#) or your [Trade Union](#)



What support can I expect to help me meet the required standards?

We recognise that we have a responsibility in assisting and supporting your progress and development. Your line manager is responsible for ensuring that you receive any necessary training, guidance, advice or other appropriate support to enable you to fully meet the requirements of your role. For example, this may be through formal training courses, on the job training, one to one coaching, job shadowing, etc. Your line manager will discuss your support needs with you regularly and you are encouraged to approach your line manager at any stage if you need assistance.

How will any difficulties be addressed?

If your line manager identifies any problems with your performance, conduct or attendance at any stage of your probationary period, then these concerns will be clearly communicated to you and you will be provided with support and guidance to help you attain the required standards.

How will I know if I have successfully completed my probationary period?

Your line manager will meet with you for a final review meeting and will e-mail the Human Resources mailbox and you will be confirmed as a permanent member of staff.

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For further information contact:

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