Tips for Probationary Meetings for Managers/Supervisors

Meetings during the probationary period with your new employee are an opportunity for you to:

- Clearly explain the standards and expectations to your new employee in relation to their performance and ensure they understand these;
- Be honest and give constructive feedback about their performance to date and to raise areas that could be improved or enhanced. This will ensure that they have had the required support and opportunities to achieve the agreed objectives;
- Check that your new employee has attended the Corporate Orientation program and completed the Online Staff Induction. *(Both expected to be completed within the first 6 weeks of employment)*; and
- Discuss whether or not the probationary objectives that have been determined are achievable, appropriate with the classification level, and relevant to the continuing future needs of the School/Faculty or Centre.

Below are some examples of questions that you might want to ask your New Employee during their probationary meetings:

**Setting of Objectives**

- How did you find the Corporate Orientation Program and Online Staff Induction website – do you still have any questions about ECU that I can assist with?
- Would you like further clarification on any of the processes or benefits that are relevant to you? i.e. Senior Staff Performance Payments, Management for Performance, Employee benefits - StaffPLUS, Salary Packaging etc.
- Have you read through the probation materials online? Is the process clear to you and is there any clarification I can provide?
- Do you have a clear understanding of the performance outcome ratings that will be used to assess your performance against the objectives that we will document in your Probationary ‘My Work Plan’?

**Review of Objectives**

- Is the role as you expected it would be? Are you enjoying your role, and do you feel that you have been able to/will be able to achieve your probationary objectives?
- Are there any further training or development activities that could assist you to achieve your probationary objectives?
- What can I do as your supervisor to further support you in the achievement of your probationary work objectives?

**Assessment of Performance**

- What have you achieved so far of your probationary objectives? And what factors if any have prevented you from satisfactorily achieving the agreed probationary objectives?
- Do you feel you have achieved the objectives that were set at the beginning of the probationary period as documented in your Probationary ‘My Work Plan’?

*In the Probationary ‘My Work Plan’, objectives set together upon commencement should be assessed based on the following ratings and you should use the performance outcome ratings as your guide when providing constructive feedback.*