

Induction policy

The first six months of a new colleague's/associate's employment is a very important time in their career. It is the opportunity for them to demonstrate that they are capable of achieving the standards of conduct and performance required to be made a permanent colleague, and it is also a chance for us to assess whether they are suited to the role they have been recruited to fill.

Probation period

New colleagues/associates are informed in their initial offer letter that their employment with Assessu is subject to the successful completion of a six-month probationary period, and we cannot underestimate how important it is to a new colleague/associate that their permanency is reviewed during this period of time.

You should review your new colleague's progress at a number of review meetings, which should be scheduled during Assessu Welcome:

- Week 1 Review
- Week 4 Review
- Week 8 Review
- Monthly Caseload/Business Reviews in months 3, 4 and 5
- 6-month Permanency Review

It is important for you stay in contact with your new colleague/associate in between these reviews by telephone and any planned training sessions or team meetings, in line with their induction planner, to ensure the colleague/associate receives the support and direction needed.

Week 1 review

At Assessu Welcome, your new colleague/associate will receive a copy of the **Week 1 Review** form. At the end of their first week, you should complete this with them.

The form allows your new colleague/associate to reflect on their first week's activities and key learning. You should ensure the colleague/associate has enjoyed their first week and deal with any concerns or issues they may have now. Your HR Business Partner should be informed of any problems at this stage.

The form is designed to be completed face to face. However, this may not always be possible, so it can be completed by telephone if necessary. Once completed, the form should be signed and sent to the HR Team.

4 and 8-week reviews

You should use the correct **Probationary 4 & 8 Week Review** form, either the generic form or job role specific if applicable, to document the face to face meetings that take place at the end of weeks 4 and 8. These reviews focus on a review of the colleague's time with Assessu so far, how they are getting on with their objectives, Steps to Success progress, Performance Contract, key learning and areas to focus on or additional support required as detailed in their induction planner. If the colleague/associate has a Steps to Success planner you should ensure it is updated at each meeting to reflect training completed.

The 4 and 8-week reviews are an opportunity for you to set SMART objectives for your new colleague, which should be measured and discussed at the next review meeting. New colleagues/associates must be given specific direction with concerns and areas we need them to focus on or improve.

We need to ensure we are fair and consistent with colleagues/associates in their probationary period. Where problems are encountered at this stage or objectives have not been achieved, we need to discuss the reasons for this and document fully on the review forms. Further mentor or line manager support should be planned and documented, and the induction planner updated to reflect any additional support.

You must inform your HR Business Partner if any issues are raised at these review meetings. All concerns must be recorded. Undocumented issues will be more difficult to resolve later and may be taken out of the equation. The 4 and 8-week reviews should be completed electronically and once completed you should email the form to the HR Team.

Caseload/Business reviews

At the end of months 3, 4 and 5 you should carry out a Caseload/Business Review meeting with your colleague/associate in line with the My Performance process. If you have any concerns regarding performance or behaviour at any stage, you should discuss these with your HR Business Partner.

6-month permanency review

The **Probationary 6-month Review** form must be used to document the discussion that takes place during the permanency review meeting. The review focuses on their first 6 months with Assessu, their objectives, Steps to Success progress, Performance Contract, focus areas and support required.

The review should take place at the end of the colleague's/associate's 6th month of employment. The maximum time period of delaying this is five working days, which should only be due to holidays or absence. If there is going to be a delay this should be discussed with your HR Business Partner.

The purpose of the meeting is to discuss whether your new colleague/associate has achieved the required standards of performance and to confirm they are now a permanent colleague/associate. If applicable, you should confirm the most recent stage of their Steps to Success the colleague/associate was signed off at.

Once the meeting is complete, you should email the completed form to the HR Team and Elite Performance Managers. At this stage, the HR Team will write to your colleague to confirm they are now permanent.

Not making a colleague permanent at the 6-month review

Extension of Probationary Period

As any issues with the new colleague/associate should have been addressed during the first six months of employment, there can only be an extension to probationary periods as exception with agreement from HR.

Dismissal During Probationary Period

As you approach the end of the colleague's/associate's probationary period, if the colleague has not met the standards of performance and conduct required to be made permanent, you should discuss this with your HR Business Partner.

Your HR Business Partner will write to your colleague to:

- Give them a minimum of 48 hours' notice of their 6-month Permanency Review
- Advise them of their right to representation
- Explain the purpose of the meeting
- Advise them who is chairing the meeting and who is attending to take notes
- Advise that the outcome may result in the termination of their contract
- Ask them to bring their company equipment with them

Therefore, you should arrange a convenient meeting date with another line manager or suitable colleague, who will take notes for you. As the outcome of the meeting may be dismissal, it should be held in a private location. Use the **Probationary Review Form** to capture notes.

Contact your HR Business Partner who will give you guidance on the key points that must be covered during the meeting.

Open the meeting:

- Introduce everybody present and their role in the meeting
- Offer the right to representation – if the colleague is unaccompanied confirm they are happy to continue
- Explain the purpose of the meeting is to make a decision whether permanency is confirmed or whether their contract will be terminated on the grounds of not meeting the required standards during their probationary period
- Confirm start date, date probationary period was extended, if applicable, and reason for extension (which was confirmed in a letter)
- Explain you will review progress to date, have a discussion and adjourn to make the decision

Meeting discussion:

- Discuss first 6 months of employment in more detail
- Use relevant 4 and 8-week review forms and Caseload/Business Reviews as evidence
- Use any other relevant evidence that may be available
- Discuss highs and lows of probationary period

LJP-19h	Issue: 4	Issue Date: 23/05/16	Page: 3 of 1	Reviewed: 09/01/18	Created by: HR
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- Discuss training and progression towards Steps to Success/Performance Contract objectives/Induction Planner
- Discuss ability to manage responsibilities and procedures for job role
- Discuss demonstration of values/timekeeping/attendance
- Discuss any feedback from mentor/IQA/Line Manager
- Discuss any concerns around performance
- Ask for any feedback or comments from the colleague

Adjourn meeting:

- Gain colleague's/associate's signature on notes so far
- Confirm time of adjournment
- Contact HR Business Partner for guidance

Reconvene and deliver decision:

- Confirm time meeting reconvened
- Confirm decision and reasons

If probationary period is made permanent:

- Explain this will be confirmed in writing
- Confirm expectations moving forward and help the colleague learn from what went wrong so it doesn't happen again
- Close meeting with signature

If contract of employment terminated:

- Confirm reason is not meeting required standards of performance/conduct/attendance (use appropriate reason) during probationary period
- Today is their final date of employment and they will receive one week's pay in lieu of notice (do not have to work notice period) plus payment of any accrued holidays not yet taken
- Right to appeal to Head of HR
- All details will be confirmed in a letter from HR Business Partner
- Collect equipment and close meeting with signature

You should send the **Probationary Review Form** to your HR Business Partner, who will write to your colleague with the outcome of the meeting, giving them the right to appeal if it is your decision to dismiss them. Any appeal would be heard by your Senior Manager and the Head of HR

Notice period

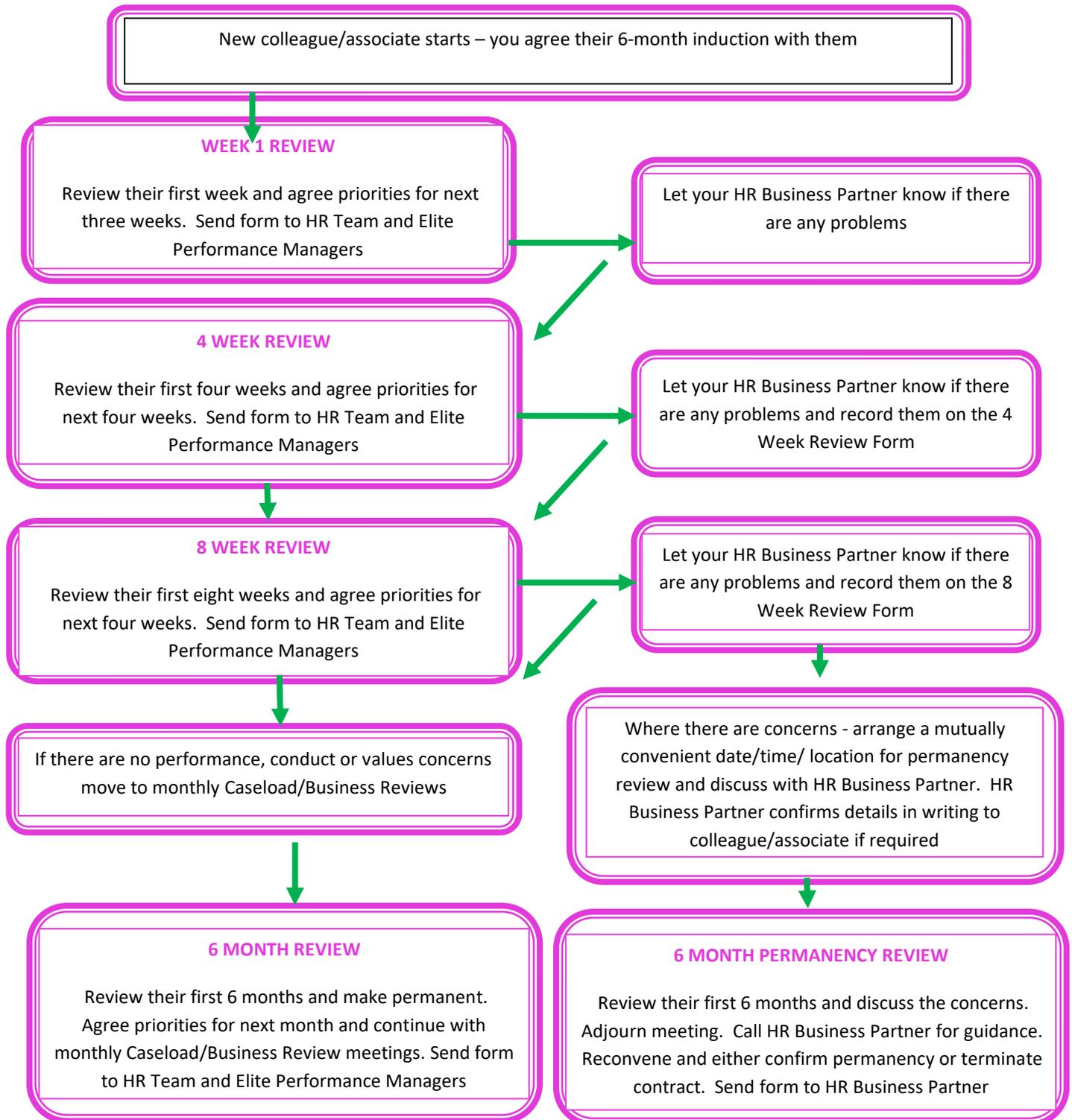
During the probationary period, the colleague and the company are both required to give one week's notice to terminate employment.

If a colleague's employment is terminated at the end of their probationary period, we are obliged to pay them one week's salary in lieu of notice (they do not need to work the notice period).

Once the colleague has been confirmed as permanent, their notice period will be as stated in their offer. Associates will have their contract reviewed annually once probation has been passed. letter.

LJP-19h	Issue: 4	Issue Date: 23/05/16	Page: 4 of 1	Reviewed: 09/01/18	Created by: HR
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Induction





Letter sent to colleague/associate by the People Team confirming outcome of meeting

Forms and supporting documents	
Week One Review Form	Insert link to form
Week One Review Form ADC	Insert link to form
Probationary 4 Week Review Form	Insert link to form
ADC Probationary 4 Week Review Form	Insert link to form
Probationary 8 Week Review Form	Insert link to form
ADC Probationary 8 Week Review Form	Insert link to form
Permanency Review Form	Insert link to form
ADC Permanency Review Form	Insert link to form