

# HUMAN RESOURCES

## Probation Policy



### Equality and Diversity

This Policy will be applied in a non-discriminatory way, in line with the London School of Hygiene and Tropical Medicine's Equality, Diversity and Inclusion Policies.

## 1. Introduction

- 1.1. The London School of Hygiene & Tropical Medicine (LSHTM) (referred to as "the School" in this document) recognises that a supportive and developmental probation process is vital in providing a smooth transition from being a new member of staff to becoming an established member of the School.
- 1.2. All new staff will also need to undergo a period of planned induction, training and appropriate support.

## 2. Scope

- 2.1. This policy relates to all newly appointed staff whose terms and conditions of employment state that their appointment is subject to a probationary period.
- 2.2. All new staff members at the School are expected to complete a six months probationary period.
- 2.3. Expectations of staff undertaking probation will be set and agreed as part of staff induction procedures upon joining the School.
- 2.4. Existing staff members who move to a new post are not normally required to undertake a further period of probation. Line managers should ensure that staff moving to a new post or promoted to a higher grade are supported to perform well in their new position and obtain the necessary training (e.g. PGCILT training for newly promoted Assistant Professors). Any concerns over performance should be handled under relevant school policies.
- 2.5. For staff members whose contracts are for a fixed period of less than six months, it is expected that line managers will conduct the probationary process as usual up until the contract ends.

## 3. Purpose of Probation

- 3.1. Ensure that staff members are supported in understanding and achieving the levels of performance required in order to be confirmed in post at the School;
- 3.2. Provide time during which staff members can demonstrate the required level of performance and suitability for the role to which they have been recruited;
- 3.3. Allow difficulties in performance to be addressed and appropriate action to be taken;
- 3.4. Enable the School to terminate employment during probation, where performance is deemed to be unsatisfactory.

## **4. Roles and Responsibilities**

- 4.1. New staff members under probation are expected to:
  - Demonstrate suitability for the post to which they have been appointed, including ability to meet the Academic Expectations (academic staff only) and requirements of the role;
  - Participate as required in their induction;
  - Meet all reasonable objectives within deadlines set;
  - Inform line managers at the earliest opportunity of any difficulties they may experience;
  - Raise with line managers any training, development or support which are deemed necessary in order to fulfil the requirements of the role.
- 4.2. Line managers of newly appointed staff members are responsible for:
  - Establishing standards of performance consistent with the requirements of the position in line with the job description, and for academic staff, consistent with the Academic Expectations;
  - Communicating these standards, responsibilities and objectives to new staff members and ensuring they are inducted locally;
  - Making sure that staff members are aware that records of induction activities may be used to support the probation process;
  - Maintaining induction records which will provide complete and documented evidence to support the probation process;
  - Providing training and guidance as necessary;
  - Holding regular one-to-one meetings with staff members to ensure a good working relationship and provide feedback on progress;
  - Arranging and conducting formal probation review meetings at the intervals prescribed in the probation procedure;
  - Providing appropriate supervision to monitor progress and / or identify difficulties and provide opportunity for resolution;

- Ensuring timely conduct and documentation of probation reviews;
- Confirming verbally whether or not staff members have completed the probationary period successfully at the final review meeting;
- Advising Human Resources (HR) of the outcome of the probation period following an extension of or difficulties during the probation period by completing the appropriate HR form.

4.3 Human Resources staff are responsible for:

- Providing HR advice on the probation process for both line managers and new staff members;
- Issuing probation review reminders to departmental administrators;
- Advising on cases of unsatisfactory performance / progress and, where appropriate, supporting line managers during formal meetings to address serious cases;
- Confirming in writing the outcome of the probation period where a probation is successful following an extension of, or difficulties during the probation period.

**Detailed information about the probationary process is contained in the Probation Procedure.**

## **Accessibility**

If you require any document in an alternative format, for example, in larger print, please contact Human Resources.

## **Related Documents and Forms**

[Probation Procedure](#)

[Induction and Probation Checklist](#)

[Probation Review Form](#)

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