Record induction in People XD How-To guide: IP1



**Commence procedure to terminate employment:** IF issues have not been resolved despite providing appropriate support and training. Seek advice from HRBP

Hold further review: Has employee successfully met the set objectives?

Carry on with regular one-to-one meetings and follow the personal development review procedures.

Concerns arisen?

Keep monitoring progress and performance against set objectives through regular meetings with the employee.

Are there any issues/concerns about the employee’s performance/progress/conduct?

No later than half way through the probationary period (or every 3-6 months for longer probations) carry out a formal review against the set objectives.

Set appropriate (SMART) objectives with the employee, to set the standards for performance. Arrange regular 1-to-1 meetings to review progress and consider any training needs.

Keep a record of all discussions: agree an action plan with reasonable timescales and support. Carry on with regular reviews.

Appeals

Induction

Formal warning\*

Formal hearing

Record review dates in PeopleXD- How-To guide: IP2

Hold final review before the end of the probation. Ensure employee has enough time to show improvements, if needed. Depending on outcome of review:

**Extension of the probationary period**:   
IF progress has been made but further time is needed to meet required standards (must be put in place before the end of the probationary period).  
Agree an action plan with the employee. Set a review date(s).

NB Probationary due dates can be monitored by running the PERDEP40\_Probationary Dates Due report.

\*In cases of serious misconduct possibility of suspension and dismissal following due process and formal disciplinary hearing.

**Confirmation of appointment**: IF performance is satisfactory.(Early completion of probation must be supported with evidence of satisfactory performance.)

Try to resolve issues/concerns fairly and clearly with the employee directly, at the earliest opportunity through discussions/mentoring.