



# HRHEROES

## The Probationary Period and What You Need to Know..

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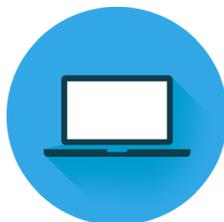
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## What is a probationary period and how long does it last?

Probationary periods are used to assess whether the employee is suited to their new job and in fact whether your company is right for the employee too.

A typical probationary period is 3 months, with an opportunity to extend up to a maximum of 6 months. When the time comes to review the employee's probationary period, make sure you have a meeting with them and discuss how your employee is progressing so far, ensuring you cover the good and the not so good...

If it doesn't work out, you can look to dismiss, but you need to base it on viable business reasons, such as underperformance or capability to complete the role and you must follow a proper process for termination, including the right of appeal.

During the first month of the probationary period no notice is required, with the second and subsequent months, one week's notice of termination is due – this is applicable for both parties.

**Complete a review form during the meeting that you can work on together, and when you have decided whether you are going to complete or extend their probationary period for a further amount of time; write to them confirming your decision.**



### QUESTIONS ABOUT THIS FACTSHEET?

If you have any questions about the information contained in this factsheet, no matter how small or you require template documents, don't hesitate to contact us.