

# Senior staff probationary report

People and Capability. Issued November 2017

The purpose of the probationary employment period is to establish whether an appropriate match has been made between the probationer, the position and the work area, and whether the probationer is able to perform the required role and assume the levels of responsibility of the position.

The report is a highly confidential record of the senior staff member's performance and conduct over their initial 6 month period of employment and is considered should be retained in a secure location at all times.

**Definition of a Senior Staff Employee:** A Senior Staff employee is a Senior Executive or Senior Manager who is employed on a Senior Staff contract.

- Senior Executives are employees in senior management position in the University, including employees with titles of Vice-Chancellor, Deputy Vice-Chancellor, Pro Vice-Chancellor, Executive Director or Chief Officer
- Senior Managers are employees holding the position of Head of School, Director or Deputy Director.

**Overview:** The probation process facilitates conversation between the new employee and their direct supervisor to review key performance objectives developed in the first few weeks of employment and to provide feedback and/or support to ensure optimum performance is achieved.

The final review meeting is designed to provide feedback and document the employee's capability to perform in the role, their ability to assume satisfactory levels of responsibility and their organisational fit to the position and the work environment.

## Probation meetings

- 1: Initial meeting to be held within two weeks of the commencement date, post key performance objective setting.
- 2: The final review will be held within 4 weeks of the employee's six-month anniversary of employment.

## SECTION 1 - Employee Details

Title	First Name	Surname
Staff ID	Position	Position number
Faculty / Office		
Date commenced	Date probation report due	

## SECTION 2 - Supervisor Details

Title	First Name	Surname
Position	Faculty / Office	

## SECTION 3 - Probation recommendation

### Supervisor:

- Appointment to be confirmed
- Appointment to be terminated
- Probation to be extended

Name:

Signed:

Date:

### Executive:\*

- Appointment to be confirmed
- Appointment to be terminated
- Probation to be extended

Name:

Signed:

Date:

If there is a recommendation for anything other than confirmation, please contact the relevant Senior Client Services Consultant in OPC for advice. Completed forms should be emailed to: [recruitment@cdu.edu.au](mailto:recruitment@cdu.edu.au) or hand delivered to People and Capability Reception, Building 12, Orange Precinct, Casuarina Campus.

\*If the supervisor and executive are the same person they only need to sign as executive.

## SECTION 4 - Mandatory orientation training

Ergonomics in the workplace	<input type="checkbox"/> No	<input type="checkbox"/> Yes
Equal Opportunity	<input type="checkbox"/> No	<input type="checkbox"/> Yes
Fire Awareness and Emergency Evacuation	<input type="checkbox"/> No	<input type="checkbox"/> Yes
Cross Cultural Awareness	<input type="checkbox"/> No	<input type="checkbox"/> Yes
Code of Conduct	<input type="checkbox"/> No	<input type="checkbox"/> Yes

## SECTION 5 -Performance report

An employee's capability to perform the duties of the role must be identified in the early stage of employment to ensure they are the best fit for the University. Equally important is their cultural fit and commitment to delivering on the University's values and Strategic Plan.

Descriptive comments should be made and where possible examples cited to illustrate the point. In particular if any aspect of the employees performance is deemed unsatisfactory or marginal.

<p><b>Shares the University's vision for the future.</b></p> <p>At Charles Darwin University we have a passion and vision to use our skills and knowledge to help shape a brighter future and become outstanding achievers.</p>	<p><b>Comments</b></p> <p>(Employees demonstrated cultural fit)</p>
<p><b>Meets the University's Strategic Plan</b> <b>Connect Discover Grow</b></p> <p>Senior Managers at Charles Darwin University are responsible for providing leadership to ensure the delivery of the key objectives of the Strategic Plan.</p>	<p><b>Comments</b></p> <p>(Employees demonstrated leadership and commitment to delivering the Strategic Plan)</p>
<p><b>Demonstrates the University's Code of Conduct</b></p> <ul style="list-style-type: none"> <li>→ Fairness</li> <li>→ Equity</li> <li>→ Integrity &amp; professional accountability</li> <li>→ Equality of opportunity</li> <li>→ Values based leadership</li> </ul>	<p><b>Comments</b></p> <p>(Employees alignment with the University's values)</p>
<p><b>Human capital management</b></p> <ul style="list-style-type: none"> <li>→ Senior staff in the University are required to demonstrate appropriate management of human resources</li> <li>→ Leadership and management of staff</li> </ul>	<p><b>Comments</b></p>
<p><b>Financial management</b></p> <ul style="list-style-type: none"> <li>→ Senior staff in the University are required to demonstrate the appropriate use and management of financial resources.</li> </ul>	<p><b>Comments</b></p>

## SECTION 6

### MEETING 1: Setting objectives

<b>Key Performance Objectives</b> (List the agreed performance objectives and how they will be measured)	<b>Support requirements</b> (Identify agreed activities and resources needed to support the employee's performance)
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### MEETING 2: Assessing objectives / performance

The Key Performance Objects are assessed by the supervisor and ranked as follows.

**1 Meets expectations**

**2 Partially meets expectations**

**3 Fails to meet expectations**

<b>Key Performance Objectives</b> (List the agreed performance objectives outlined in the first meeting)	<b>Supervisors Feedback</b>	<b>Ranking</b>

\* Please attach additional information if required.

## SECTION 7 - Probationer's comments

I agree with the overall assessment and recommendation

Yes

No