Probation Dismissal Flowchart



PROBATION REVIEW AND/OR DISMISSAL PROCESS

Direct Manager meets with employee at commencement of employment confirming roles and responsibilities of employee:

Job Description

Direct Manager monitors and measures performance of employee against Job Description and Key Performance Indicators:

Job Description

Meet regularly with employee on a periodic basis to ensure performance is satisfactory.

Performance **Review Checklist**

SATISFACTORY PERFORMANCE AT END OF PROBATION

NO

Meeting held between Direct Manager and employee in relation to employee's probationary period:

Probation Review Checklist

Meeting held between Direct Manager and employee in relation to employee's probationary period:

YES

Probation Review Checklist

Direct Manager sends the completed checklist to Human Resources with a recommendation to terminate the employee's employment.

Completed Probation Review Checklist

Direct Manager sends the completed checklist to Human Resources with a recommendation to confirm the employee's ongoing employment.

Completed Probation Review Checklist

Employee is terminated, and the appropriate payments are processed.

Failed probation letter and termination of employment Employee notified they have passed the

Probation confirmation letter

Reduce your legal spend and be empowered to manage employment issues quickly and with confidence.



