1.14 Probation

The probationary period for an employee is recorded as part of the position details. You can view a person's probationary period by selecting the person and then choosing position, position details.

![Position Details](image)

When the probationary period is complete this should be recorded in Probationary period details.

1.14.1 Appointment Confirmed

1. Use the search facility to locate the person whose details you wish to maintain or, if already working with the correct record, use the navigation trail to return to the people menu.

2. Choose probationary periods

3. Then choose probationary period details
4. The probationary period details will be displayed. Click the complete box

![Probationary period details](image)

5. Click on the **Save** button.

This will remove the person from any further reporting cycles. The person’s appointment is now confirmed.
People

1.14.2 Probation extended.

1. Use the search facility to locate the person whose details you wish to maintain or, if already working with the correct record, use the navigation trail to return to the people menu.

2. Choose probationary periods

3. Click the New Probationary Period Detail menu item.

4. Select the job title

5. Create a new probationary period detail with a start date that is one day later than the end date of the first period.

6. Select a reason of First Extension

7. Do not tick the complete box.

8. Enter the new probationary period end date.

9. Click on the button.

The start and end dates for the second probationary periods should have been specified by the department. If in doubt, consult the relevant Personnel Consultant.
1.14.3 Termination Considered

1. Use the search facility to locate the person whose details you wish to maintain or, if already working with the correct record, use the navigation trail to return to the people menu.
2. Choose probationary periods
3. Click the New Probationary Period Detail menu item.
4. Select the job title
5. Create a new probationary period detail with a start date that is one day later than the end date of the previous probationary period.
6. Use a reason of Termination Considered
7. Tick the complete box.
8. Enter the new probationary period end date as the same date as the probationary start date.

9. Click on the **Save** button.

Any cases of this type should be reported to the Personnel Consultant immediately.