

Joining & Induction Process and Probation Procedure

1. Introduction

Joining & Induction Checklist: the following checklist suggests the initial steps for Joining and Induction and are not part of the Formal Procedure.

Note: All key points in this document relate to the 'Key Points - Employment Procedures' document available from the [Employee relations procedures page on the Bexley website](#).

Step 1: Following Successful Appointment

- ☐ Establish contact before the first day, ensure all information is available and consider whether an earlier meeting would be helpful.
- ☐ Maintain contact before they start to build enthusiasm for their new role, develop a positive impression and discuss key priorities.
- ☐ Check Employee has received their Conditional Offer & New Starter email.

Step 2: Before the First Day

- ☐ Check Employee has received a "Welcome" email including Induction Checklist, links to iLearn modules and an ICT booklet (where appropriate).
- ☐ Consider whether information about the organisation and the role need to be sent.
- ☐ Finalise arrangements for the first day.
- ☐ Ensure the Employee knows who to ask for when they arrive and advise Reception to expect the new Employee.
- ☐ Plan induction using the Induction Checklist.

Step 3: Initial Days/Weeks

- ☐ Show the Employee around, introducing colleagues, managers and mentors (where appropriate).
- ☐ Deal with important documents, ensuring the initial day(s) are not overwhelming.
- ☐ Run through key considerations in respect of Health and Safety.
- ☐ Explain who's who, how the organisation works, rules, how any facilities work, their role and how they fit in.
- ☐ Explain how performance is assessed and let them undertake some tasks.
- ☐ Set out the standards and assessment criteria that will be used to evaluate performance during the probationary period.
- ☐ Set appraisal objectives.

- ☐ Agree a programme of development and training, taking account of development needs identified at recruitment.
- ☐ Ensure induction has been planned - refer to the Induction Checklist.
- ☐ Check they have been invited to an Induction Session where available.
- ☐ Schedule in dates to review performance at the end of 1, 3 and 5 months (3, 6 and 9 months for NQSW's and Youth Workers).

Formal Probation Procedure

- The timescales for Newly Qualified Social Workers in their ASYE and Youth Workers will differ as they have a probationary period of one year.
- A decision to extend the period of probation is at the discretion of the relevant manager (see key point 22).
- It appropriate cases a final review may be convened without having completed all stages in the procedure (see key point 13).

Step 1: First Probation Review - 1 Month (3 months for NQSW/Youth Workers)

- ☐ Discuss how the Employee is settling in.
- ☐ Discuss any minor concerns (if any).
- ☐ Identify what support or training is needed.
- ☐ Give reassuring but realistic feedback.
- ☐ Take account of the limited time the Employee has been in post.
- ☐ Take account of training and development needs that have not yet been met.
- ☐ Is this a Member Appointment? (if so please seek advice from your HR Adviser).

Step 2: First Probation Review Outcome

If performance/progress meets the required standards

- ☐ Advise the Employee that performance standards are currently being met.
- ☐ Encourage the Employee to respond to any issues and discuss any additional support or training required.
- ☐ Complete the One Month section of Probation Form.
- ☐ Agree and complete the Action Plan Form (see key point 21).

If performance/progress does not meet the required standards

- ☐ Advise the Employee that there are concerns in respect of their performance.
- ☐ Reassure them they will be given the opportunity to improve.
- ☐ Encourage the Employee to respond to any issues and discuss any additional support or training required.
- ☐ Agree and complete the Action Plan Form to identify any areas of concern (see key point 21).
- ☐ Complete the One Month section of Probation Form.

Step 3: Second Probation Review - 3 Months (6 Months for NQSW/Youth Workers)

- ☐ Provide 7 calendar days' notice of the meeting if standards are not being met.
- ☐ Provide the right to be accompanied by a work colleague or trade union representative if standards are not being met (see key point 1).
- ☐ Where the companion is not available, reschedule within five working days of the original date (see key point 1).
- ☐ Identify whether the Employee is a trade union official (see key point 2).
- ☐ Discuss how the Employee is settling in.
- ☐ Discuss concerns (if any).
- ☐ Identify what further support or training is needed.
- ☐ Give reassuring but realistic feedback.

Step 4: Second Probation Review Outcome

If performance/progress meets the required standards

- ☐ Advise the Employee that performance standards are currently being met.
- ☐ Encourage the Employee to respond to any issues and discuss any additional support or training required.
- ☐ Complete the Three-Month section of Probation Form.
- ☐ Agree and complete the Action Plan Form (see key point 21).

If performance/progress does not meet the required standards

- ☐ Advise the Employee that performance standards are not being met.
- ☐ Reassure the Employee they will be given the opportunity to improve.
- ☐ Set out how set targets have not been achieved.

- ☐ Advise what improvements are needed.
- ☐ Explain how improvement will be measured.
- ☐ Agree what training and support will be given.
- ☐ Discuss and agree what the timescales are for improvement.
- ☐ Encourage the Employee to respond to any issues and discuss any additional support or training required.
- ☐ Agree and complete the Action Plan to identify the areas of concern (see key point 21).
- ☐ Consider if an Extension to the Probation Period may be needed (see key point 22).
- ☐ Advise Employee that if they do not improve their continued employment could be at risk.
- ☐ Complete the Three-Month section of Probation Form.

Step 5: Final Probation Review - 5 Months (9 months for NQSW/Youth Workers)

If performance/progress meets the required standards

- ☐ Advise the Employee that they have successfully completed their probation.
- ☐ Complete the Five Month section of Probation Form.
- ☐ Notify the Employee that they will receive written confirmation of the decision.
- ☐ Agree and complete the Action Plan for any outstanding areas of development (see key point 21).

If performance/progress does not meet the required standards

- If termination of employment is a potential outcome then refer to the authority to dismiss.
 - An extension to the Probation Period may be agreed prior to holding the Final Review.
- ☐ Invite the Employee to Final Stage Review providing 7 calendar days' notice of the meeting (if standards not being met).
- ☐ Provide the right to be accompanied by a work colleague or trade union representative (see key point 1).
- ☐ Where the companion is not available, reschedule within five working days of the original date (see key point 1).
- ☐ Identify whether the Employee is a trade union official (see key point 2).
- ☐ Discuss any concerns, giving the Employee the opportunity to respond.
- ☐ Identify what further support or training may be needed.
- ☐ Give reassuring but realistic feedback.

Step 6: Consider the following before deciding the outcome

- ☐ Has the Employee been made aware of the standards required?
- ☐ Has training, support and guidance been provided?
- ☐ Has the Employee had an opportunity to improve.
- ☐ Are there any disability/ill-health considerations? (see key point 3).
- ☐ Are there disciplinary matters? Refer to Steps 5/6 of the Disciplinary Procedure.
- ☐ Are there sickness issues? Refer to Steps 7/8 of the Sickness Procedure.
- ☐ Has the Employee been advised that their employment could be at risk.
- ☐ Where termination of employment is a possibility is there an alternative.

Step 7: Final Probation Review Outcome

If performance/progress meets the required standards

- ☐ Advise the Employee that they have successfully completed their probation.
- ☐ Complete the Five Month section of Probation Form.
- ☐ Notify the Employee that they will receive written confirmation of the decision.
- ☐ Agree and complete the Action Plan for any outstanding areas of development (see key point 21).

If performance/progress does not meet the required standards the following options are available

- ☐ Extend Probation Period to give a further opportunity to improve and schedule further review meetings (see key point 22).
- ☐ Where Extension of Probation Period has been agreed, schedule further Final Review Meeting date.
- ☐ Where Extension of Probation Period has been agreed, agree further Action Plan and offer support (see key point 21).
- ☐ Terminate Employment and notify the Employee of the outcome providing the right of appeal (see key points 17-20).

Step 8: Employee Appeals

- ☐ Employee sets out reason for appeal.
- ☐ Invite Employee to an appeal hearing with right to representation.
- ☐ Hear the appeal without unreasonable delay (see key point 17).

Step 9: Hear the Appeal and decide the outcome

- ☐ Uphold the extension/dismissal decision and notify the Employee.
- ☐ Uphold the appeal and notify the Employee that they have successfully completed their Probation.
- ☐ Uphold the appeal against dismissal but extend the Probation as an alternative with further review meetings (see key point 22).
- ☐ Record the outcome.