



Guidance for Probationary Periods

The purpose of a probationary period is to give a new team member the time and support to fully understand the requirements of their role and to achieve a satisfactory level of performance. A probation allows you to discuss the expectations of the role from the get-go and to set objectives that help you achieve these. The HR team and your line manager/PI will do everything to support you during the probation period to ensure you develop the tools, knowledge and experience required to fulfil your role. The probationary period also serves to support you with any personal or professional development activities you would like to identify and undertake.

Setting Objectives

Within your first month, your PI/Line Manager will schedule a 1:1 to:

- Discuss and ensure understanding of the job requirements using the job description. This can also include discussing working hours and other expectations;
- Set objectives and discuss how these will be achieved by identifying any training or development needs you require (*please note a standard set of objectives for guide purposes is available for G7 PDRA staff*);
- Ensure awareness of the probationary procedures and set up **regular review meetings**.

You will receive a copy of the job description and required forms/useful information from the HR team once the new team member has started their role.

Review Meetings

After the initial objective setting meeting, reviews should take place at 6 months and at 11 months, just before the end of the 12-month probation period. These meetings should be used to discuss progress so far and to give the new team member an opportunity to request further support as appropriate.

End of Probation Meeting

Before the probation end date meet with the employee to update them on the probation and hopefully inform them that their probation has been successfully completed. Discuss any continuing development/ training needs, and carry on scheduling regular 1:1 meetings allowing the opportunity to frequently feedback.

You will receive review reminders from a member of the HR team for the above, including mid-probation reviews. Please complete and return the review confirmations

Reporting concerns

If any concerns arise during the probationary period, please contact the HR department to seek advice and discuss options (hr@maths.ox.ac.uk)