***Guidance on a Probation Period***

***The following guidance will help you understand what a probation period is and what you should expect from day one of your employment at Coverage Care.***

***What is a Probationary Period?***

*A probationary period allows both the employee and employer to see if they are a ‘good fit’ and to ensure the role is right. Probation periods at Coverage Care are 3 months, unless the role is at management level, in which case the probation is 6 months.*

*The purpose of a probationary period is to evaluate the individual’s performance, skills and abilities over the designated period, providing support and training where needed to allow the individual to reach the required standard. A review is completed on or around week 2, week 6 and week 12.*

*These can also be used with existing employees and are useful if someone has been newly-promoted, or where there are performance issues that we need to monitor. When the period comes to an end, Coverage Care review the standards and levels achieved by the employee and if they have met all the required standards then the employee ‘passes’ their probation period and their employment continues. Equally the employee can terminate the employment if they feel that the role or company is not suitable for them.*

***How will I be supported as I start my new role?***

*When you start in your new role your manager should;*

* *Explain your key responsibilities and duties of your post including any training that needs to be completed within the probation period.*
* *Talk you through your induction program and agree when the probation reviews will take place.*
* *Identify who will complete your induction with you this might be a shift leader and/or an Onboarder/new recruit support person who will guide you through the stages of your induction booklet until you have completed this.*
* *Introduce you to other members of staff and ensure that you are ‘buddied’ up if applicable.*

***What happens if I am experiencing difficulties during my probation period?***

*If you are experiencing difficulties at any stage of the probation period, then you need to talk to your manager or senior at the earliest opportunity and not leave it until the next review to take place. Should your manager have any issues with your performance, then you may be invited to a formal probation review meeting to discuss the concerns with either your performance or behavior.*

***What happens if my probation period is extended?***

*Your probation period could be extended if your manager thinks that there are areas that can be improved as some employees take longer than others to show their abilities at work. We*

*believe that if this does happen then do not worry as it enables us to give extra support and training required for successful completion of your probation period.*

*Contributing factors for an extension of probation could be:*

* *Improve performance*
* *Meet targets*
* *Improve attendance*
* *General conduct in the workplace*

*Extension period lengths can range from 1 month to 3 months (dependent on role) to allow the employee more time to improve.*

***Successful outcome of probation period***

*On or around week 12 of the probation period, your manager should inform you at your final meeting that your probation period has been achieved if all targets have been met to a satisfactory standard.*