

1.14 Probation

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

Position details: Clerk	Name: Miss Libby Bush	Job title: Clerk
Social security number: NH904568A Pers ref: 30000018		
Job title	Clerk	
Start date	01/02/2007	
End date change?	<input type="checkbox"/>	
End date		
Position reference	70000026	
Probationary period	6	Month(s)

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

- Personal information**
- Addresses
- Contacts
- Social security
- Emergency contacts
- Passports
- Visas
- Work permits
- Residency permits
- Probationary periods
- Remuneration
- HESA Personal details
- Personal details
- Key date details
- Miscellaneous details
- Sensitive information
- Address history
- Position salary change history
- New - Personal details

3. Then choose probationary period details

- Probationary periods**
- Probationary period details
- New - Probationary period details

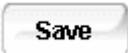
- The probationary period details will be displayed. Click the complete box

Probationary period details: Clerk 01/02/2007	Name: Miss Libby Bush Job title: Clerk Social security number: NH904568A Pers ref: 30000018
Job title	<input type="text" value="Clerk 01/02/2007"/>
Reason	<input type="text" value="New appointment"/>
Complete	<input type="checkbox"/>
Start date	<input type="text" value="01/02/2007"/> 
End date	<input type="text" value="01/08/2007"/> 
<input type="button" value="Save"/> <input type="button" value="Delete"/>	

- Click on the button.

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

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.

Job title	Reason	Complete	Start date	End date
Database Administrator	01/03/2007	New appointment	No	01/03/2007 01/12/2007

Name: Miss Jane Ho	
Job title: Database Administrator	
Social security number: AB241344C	
Pay ref: 30000040 Pers ref: 30000040	
Job title	Database Administrator 01/03/2007
Reason	First Extension
Complete	<input type="checkbox"/>
Start date	02/12/2007
End date	01/02/2007



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.

Select all				
Job title	Reason	Complete	Start date	End date
Database Administrator 01/03/2007	New appointment	No	01/03/2007	01/12/2007
Database Administrator 01/03/2007	First Extension	No	02/12/2007	01/02/2008

Expand/Collapse folders	
Probationary periods	
Probationary period detail	
New - Probationary period detail	
Attachments	
Process chaining	

Name: Miss Jane Ho	
Job title: Database Administrator	
Social security number: AB241344C	
Pay ref: 30000040 Pers ref: 30000040	
Probationary period details:	
New	
Job title	Database Administrator 01/03/2007
Reason	Termination Considered
Complete	<input checked="" type="checkbox"/>
Start date	02/02/2008
End date	02/02/2008
<input type="button" value="Save"/>	

9. Click on the  button.

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