Manager's Probation Process Flowchart

**Induction Period**
Manager should meet with new employee during first few weeks of employment to formulate initial work plan. This should be recorded on the PDR form.

Units should monitor PDR/Probation dates by using the PDR Folder in Manager’s Desktop. Information on how to use the PDR Folder can be found at: [https://saptraining.ncl.ac.uk/other/Other_website/website/xml/content/a66075956/index.xml](https://saptraining.ncl.ac.uk/other/Other_website/website/xml/content/a66075956/index.xml)

**First Review at 12 months**
Manager to hold a PDR with the employee; complete the probation form and send to HR.

**HR will write to the employee with the outcome**

**Final Review at 22 months**
Manager to hold a PDR with the employee; complete the probation form and send to HR.

**HR obtains Faculty PVC signature as Reviewing Manager**

**Academic (up to & inc. Grade H)**

- **First Review at 12 months**
- Manager to hold a PDR with the employee; complete the probation form and send to HR.
- **HR will write to the employee with the outcome**
- **Final Review at 22 months**
- Manager to hold a PDR with the employee; complete the probation form and send to HR.
- **HR obtains Faculty PVC signature as Reviewing Manager**

**Non-Academic (F-H)**

- **1 year Probation**
- **Formal Review at 10 months**
- If probation form is not sent to HR, a reminder will be sent in the month prior to probation completion/Acad First Review
- **If the final/formal probation report is still not received it will be assumed that performance is satisfactory and probation will be confirmed**
- **HR sends letter confirming probation**

**Research (F-H)**

- **1 year Probation**
- **Formal Review at 10 months**
- **HR sends letter confirming probation**

**Non-Academic A-E**

- **6 month Probation**
- **Formal Review at 5 months**
- Manager to hold a PDR with the employee; complete the probation form and send to HR.

**Please note:** If probation is to be extended or not confirmed – immediately refer the case to your HRM/Adviser