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**SECTION 5                    INSTRUCTION AND ADVICE TO THE SUPERVISOR**

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The purpose of this report is to gain an accurate description of the probationer's conduct and work performance (usually over a six month period) so that a decision may be taken on the continuation or extension of the probation or confirmation or annulment of appointment. This report enables deficiencies in a probationer's work performance to be highlighted and appropriate action must be taken to overcome these deficiencies.

It is important to identify a staff member's strengths and weaknesses at an early stage to ensure appropriate development action is taken during the probation period and post probation. Such action should minimize the likelihood of poor work performance occurring after a staff member's appointment has been confirmed and should assist in avoiding disciplinary action.

Section 7 of this form requires you to rate performance using the key ratings indicators and to comment on the probationer's conduct and work performance. Within each Section are headings relating to specific aspects of the probationer's work performances. You can expand on these if necessary.

If a heading is not relevant to a probationer's performance, note this in the space provided and give the reason eg. Under Relations with Others you may note 'unable to comment; no contact'.

The headings are not intended to be exhaustive. If some aspects of conduct and work performance are not covered please comment under Section 8, Other Comments.

**If you have concerns about the conduct/performance of the probationary employee at any stage (especially in the initial six months), contact the Manager, Human Resources on extension 88706.**

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**SECTION 6                    INTRODUCTION TO THE JOB**

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The staff member has:

- |  |        |
|--|--------|
| 1. had requirements of the position and conditions of employment explained   | YES/NO |
| 2. had information on routine procedures in the workplace and responsibilities of other staff provided or explained. | YES/NO |
| 3. had instruction and/or supervised practice in the operation of specific equipment                                 | YES/NO |
| 4. discussed and commenced a career development program  | YES/NO |
| 5. attended an OH&S discussion   | YES/NO |
| 6. undertaken Equity Training  | YES/NO |

Additional comments: \_\_\_\_\_

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**SECTION 7                    CONDUCT**

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***General Probation Requirements for All Positions:***

1. Demonstrated capacity and willingness to undertake all the duties and responsibilities of the position.
2. Willingness to respond to changes in workplace requirements within the scope of the position description.
3. Demonstrated capacity to achieve work outcomes as required within the scope of the position description

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**KEY RATINGS**

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3 = Meets or exceeds acceptable performance

2 = Requires attention

1 = Unsatisfactory – requires follow-up action

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**ATTENDANCE:** Adheres to prescribed hours of work, including times of arrival and departure and meal breaks, use of flextime privileges where appropriate; if unsatisfactory, state frequency and extent of lapses. **Rating**  
**1 2 3**

**QUALITY OF WORK:** Accuracy, frequency and any serious errors, attention to detail **Rating**  
**1 2 3**

**WORK OUTPUT:** Work rate, ability to meet deadlines, performance in busy times **Rating**  
**1 2 3**

**APPLICATION:** Concentration, interest in work, self-motivation, thoroughness, persistence, efforts to increase job knowledge, willingness to undertake tasks of a routine and/or difficult nature, ability to work without close supervision **Rating**  
**1 2 3**

**RELATIONS WITH OTHERS:** Ability to work with others, courtesy, consideration, ability to understand and deal efficiently with requests, ability to handle complaints, ability to respond to telephone requests **Rating**  
**1 2 3**

**COMMUNICATION:** Ability to liaise with academic and general staff and members of the public (see UNSW Code of Conduct), ability to convey meaning without ambiguity, grammar, style, vocabulary, knowledge of school/centre usage, spelling, written and oral communication **Rating**  
**1 2 3**

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**SECTION 8****OTHER COMMENTS**

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If you feel that any relevant aspects of the probationer's conduct and work performance have not been adequately described above, give details:.....

.....

Duties performed exceptionally well:.....

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**SECTION 9****PROPOSED ACTION**

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If the Probationer's Report is not satisfactory or requires further development complete the following:

1. Duties where performance needs to improve:

.....  
.....  
.....

2. Have weaknesses\*\* been drawn to his/her attention (If yes, show dates and if oral or written)

*\*\*If weaknesses have not been drawn to his/her attention previously, this should be done when this report is discussed with the probationer.*

.....  
.....

What changes or results have occurred in response.

.....  
.....

3. Has he/she been tried on other duties? If yes, with what result? (It is recognised that this may not always be appropriate).

.....  
.....

4. Would a different work area be more appropriate? If yes, give reasons and suggest appropriate work areas ( It is recognised that this may not be feasible).

.....  
.....

5. Follow-up action and development activities required to build on strengths and overcome problems (eg training, rotation, counselling etc).

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.....  
.....

6. What arrangements have been made to implement a feedback strategy and to carry out and monitor the developmental activities (eg Career Development Program, counselling, other).

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.....  
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**SECTION 10****OVERALL ASSESSMENT AND RECOMMENDATION**

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Your recommendation should be based on an overall assessment of performance to which the separate assessments in this report will contribute. This may involve deciding whether relatively low assessment on one or more characteristics are outweighed by more favourable assessments on others. One individual may be thought suitable despite weaknesses in some areas, where another would be considered unsuitable due to a critical deficiency. Rate of progress, which can be determined by comparing levels of performance at different stages, may also be important. Tendencies for performance to improve or remain static may influence the overall assessment. It is also advisable to consider whether factors not related to the job (eg health) or factors related to the job (frequent changes in duties) have affected performance. If such factors are taken into account in making a recommendation they should be noted under Other Comments (Section 8).

OVERALL ASSESSMENT:

**RECOMMENDATION**

The supervisor must tick minimum of two boxes in this section: firstly to indicate if it is the 2,5,9 or 12 month report and secondly to indicate which option is recommended on the basis of this report.

 **2 month**

- Performance Issues Highlighted
- Continuation of probation
- Confirmation of appointment

 **5 month**

- Performance Issues Highlighted
- Continuation of probation ⇒  to 9 months  
⇒  to 12 months
- Confirmation of appointment
- Annulment of Appointment

 **9 month**

- Continuation of probation
- Confirmation of appointment
- Annulment of appointment

 **12 month**

- Confirmation of appointment
- Annulment of appointment

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Supervisor's Signature

Date

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Head of School/Centre Signature

Date

When you have completed this form and signed it, allow the probationer to read it and discuss it with him/her. Ask the probationer to complete Section 11.

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**SECTION 11****PROBATIONER'S COMMENTS**

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I have read the above report concerning my conduct and work performance and:

- (i) agree with the overall assessment and recommendation  Yes  No
- (ii) Am satisfied that my role for the coming year is adequately defined
- (iii) Wish to make the following comments (attach additional page if space insufficient)

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Probationer's Signature

Date

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**SECTION 12 RECOMMENDATION BY MANAGER, HUMAN RESOURCES**

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To Rector/Nominee: \_\_\_\_\_

(a). The probationer's sick leave record is:

- Satisfactory
- Unsatisfactory and requires a medical certificate for all sick leave taken until notified

Comment: \_\_\_\_\_

(b). This report indicates the conduct and work performance of the probationer are:

- Satisfactory
- Unsatisfactory and subsequent action recommended below

Comment: \_\_\_\_\_

(c). It is recommended that:

- The probationary period continue until the end of the first six months
- The appointment be confirmed
- The probationary period be extended for ..... months until ...../...../.....
- Action be taken to annul the appointment

**Comments:** \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_  
Manager, Human Resources

\_\_\_\_\_  
Date

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**SECTION 13 APPROVAL BY THE RECTOR OR NOMINEE**

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- Report is noted and probation period will continue until the end of the first six months.
- The probationer's appointment be confirmed.
- The probationary period be extended until \_\_\_\_/\_\_\_\_/\_\_\_\_
- Action to annul the appointment be taken.

**Comments:** \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_  
Rector/Nominee

\_\_\_\_\_  
Date