Senior/Executive Staff

Probation Review Report

Probation is an extension of the selection process. For executive and senior managers, the probationary period is normally twelve months. It is a period during which the staff member's performance is to be critically assessed to determine whether their employment with the University should be confirmed.

The procedures set out in the [Executive Remuneration and Appointment Procedure](https://policy.csu.edu.au/document/view-current.php?id=241) shall apply.

Any further information or advice on probationary employment should be sought from the Division of People and Culture.

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| Appointment overview |  |
| Employee name | Click here to enter text. |
| Employee number | Click here to enter text. |
| Position title | Click here to enter text. |
| Division or Faculty | Click here to enter text. |
| Special conditions | Click here to enter text. |
| Date of appointment | Click here to select a date. |

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| Review of performance and probationary interview summary  To be completed by the immediate supervisor. Aspects of the staff member's performance that should be commented upon include conduct, organisational knowledge, supervisory responsibilities (if applicable), job knowledge, judgment and problem solving ability, quality of work and application of skills. The staff member is to be assessed only on factors relevant to their position. |
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| Recommendation (please select as appropriate) | |
|  | Appointment to be confirmed |
|  | Appointment to continue to be annulled |

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| Supervisor Name |  | Signature |  | Date |

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| Employee’s comments  I have read the completed report, including the recommendation, and offer the following comments.  Complete and return to the supervisor within 7 days of receipt. NOTE: If not returned within 7 days, the report will progress without the staff member’s comment to meet the probationary review timeframe. | | | | |
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|  |  |  |  |  |
| Name |  | Signature |  | Date |

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| Comments and authorisation  Band 8 – For senior leaders (SNR04-05)  Vice-Chancellor – For executive leaders (SNR01-03) and senior executive leaders (DVCs, COO) | | | | |
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|  |  |  |  |  |
| Name |  | Signature |  | Date |

**Once authorised please forward this report to** [**dpc@csu.edu.au**](mailto:dpc@csu.edu.au) **with a copy to the staff member.**