Academic Staff Probation

Initial Objectives

Details of the initial objectives agreed with the supervisor are to be formulated within the first six weeks of employment. Objectives need to include strategies for any special requirements or conditions of appointment contained in the letter of offer. At five months these objectives should be reviewed and:

* finalised for staff on a six month probation, or
* revised for staff on a longer probation period, to be finalised at the first probation review meeting.

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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. |
| Academic level | Choose a level. |
| Work function\* | Choose a work function. |
| School or Institute | Click here to enter text. |
| Date of appointment | Choose a date. |

For further information on probation, please visit our [website](https://www.csu.edu.au/division/people-culture/current-staff/my-employment/starting-at-the-university/probation).

*\* If a change of work function is required, please complete the* [*request form*](https://cdn.csu.edu.au/__data/assets/pdf_file/0010/229969/Change-Work-Function.pdf)

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| --- |
| Objectives |
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The objectives outlined above have been agreed.

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| --- | --- | --- | --- | --- |
|  |  |  |  |  |
| Employee Name |  | Employee Signature |  | Date |
|  |  |  |  |  |
| Supervisor Name |  | Supervisor Signature |  | Date |

*Supervisor a**nd staff member each keep a copy.*

***Please DO NOT send this form to the Division of People and Culture.***