Professional/General Staff

Probation Review Report

Probation is an extension of the selection process. 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 probation procedures for professional/general staff are outlined in the current [Enterprise Agreement](https://www.csu.edu.au/division/people-culture/current-staff/my-employment/enterprise-agreement).

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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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|  | All induction activities completed |
|  | Review of progress against objectives set at week 6 completed and discussed |

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| Review of performance and probationary interview summary  To be completed by the immediate supervisor. Please comment on the performance of the staff member using the [Generic Responsibilities of Charles Sturt Staff](https://policy.csu.edu.au/document/view-current.php?id=107) as the assessment criteria. The staff member is to be assessed only on factors relevant to their job. |
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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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| Comments and recommendation of Director/Head of School (Band 6 or above) | | | | |
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|  |  |  |  |  |
| 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  Outside of faculties   * Levels 1 to 10 = Band 6   In faculties   * Levels 1 to 8 = Faculty Administration Manager or Faculty Executive Officer (Science and Health) * Levels 9 and 10 = Band 7 | | | | |
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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.**