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| **Probation Period Management Plan** | | | |
| **Employee Name:** |  | **Employee Position:** |  |
| **Date Commenced Duty:** |  | **Confirmation due by** |  |
| **Managers Name** |  | **Managers Position:** |  |

**Suggested Review Timetable**

|  |  |  |
| --- | --- | --- |
| **Probation Period Check In Meetings** | **Date and Time** | **Outcome** |
| **Month One** |  |  |
| **Month Two** |  |  |
| **Month Three** |  |  |
| **Extension Month One** |  |  |
| **Extension Month Two** |  |  |
| **Extension Month Three** |  |  |

**Numeric Performance Ratings to assess progress**

The following numeric ratings scale is used to measure and rate performance.

Ratings are based on a numeric criteria between 1- 5 (5 being the highest and 1 the lowest).**o Supervisors**

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| **5** | **4** | **3** | **2** | **1** |
| Exceptional Performance | Above average performance | Performance meets expectations | In development or needs improvement | Unsatisfactory, poor performance |

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| **General Performance Requirements** | **Measures** | **Manager’s rating**  **(1-5)** | **Employees rating**  **(1-5)** |
| **Willingness** | Demonstrated capacity and willingness to undertake all the duties and responsibilities of the position, takes full responsibility for all actions and decisions. |  |  |
| **Responsiveness** | Willingness to respond to changes in workplace requirements within the scope of the position description, ability to understand and deal efficiently with requests, ability to respond to written and/or telephone requests, |  |  |
| **Capacity** | Demonstrated capacity to achieve work outcomes as required within the scope of the position description. |  |  |
| **Attendance** | Adherence to prescribed hours of work, including times of arrival and departure and meal break, use of flex time privileges where appropriate; if unsatisfactory, state frequency and extent of lapses. |  |  |
| **Quality of Work** | Accuracy, frequency and any serious errors, attention to detail, serves the people well through faithful service to the government of the Cook Islands. |  |  |
| **Work Output** | Work rate, ability to meet deadlines, performance in busy periods, willingness to undertake tasks of a routine and/or difficult nature, achieves good results in everything undertaken and in an economical way. |  |  |
| **Application** | Concentration, interest in work, thoroughness, persistence, efforts to increase job knowledge, ability to work without close supervision. |  |  |
| **Relations with others (includes behavior)** | Ability to work with others, is courteous, respectful, considerate and honest, ability to liaise with both general staff, stakeholders and members of the general public, ability to handle complaints/criticism, takes action and makes decisions in an open way. |  |  |
| **Expression** | Ability to convey meaning with certainty. Grammar, vocabulary, style, knowledge of usage, spelling, written & oral communication is all professional, provides free and frank advice, acting without fear or favour and makes decisions on their own merits. |  |  |
| **Teamwork** | Works with team well on joint projects, collaborates and consults when required. |  |  |

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| **Probationary Period Progress Review of KRA Milestone Targets** | | | | |
| * *Employer and Employee will agree on the work programme for a probationary period of not more than 6 months* * *A review will be undertaken at the end of the agreed probationary period and if the performance rating is more than 3 (40 – 59%), which means the employee performance meets expectation, the employee’s fixed term or permanent appointment will be confirmed* * *If the performance rating is less than 3, an extension up to an additional 3 months will be given to the employee to achieve this rating.* * *At the end of the 6 month period, if the performance does not improve to a 3, the employee’s contract will be terminated.* | | | | |
| **Targets (KRAs)** | **Measures (KPIs)** | **Evidence** | **Manager’s rating**  **(1-5)** | **Employees rating**  **(1-5)** |
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| **Agreed Outcomes/Actions/Training** | **Completed By** |
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Direct Reports Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Employees Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_