

Your probation period – What to expect

A positive start

Your probation period is designed to help you settle into your role, feel supported, and succeed. You will have regular conversations with your manager so you understand expectations, receive regular feedback and discuss available support.

How long is probation?

Your probation period will normally last four months. In some cases, this may be extended (up to just under 6 months in total) to allow further time and support.

Your first week

You will meet with your manager to discuss your role, agree clear goals, identify training needs, and plan regular check-ins. This is your opportunity to ask questions and build understanding.

Months 1 to 3

You will have regular check-ins (usually monthly) to review progress, discuss achievements, and identify any support needed. If challenges arise, these will be discussed early with clear guidance and support.

Final review

Around month four, you will have a final review meeting to reflect on your progress, discuss how you have settled into the role, and agree next steps.

Possible outcomes

- Successful completion.
- Extension of probation (with continued support).
- Further action if improvement is not achieved.

Your responsibilities

Engage in meetings, work towards agreed goals, take part in training, ask questions, and raise any support needs early.

What you can expect from your manager

Clear expectations, regular feedback, support and training, and early discussion of any concerns.

Key message

Probation is a supportive process designed to help you succeed.