



All staff members employed on fixed-term contracts of greater than six months and staff members appointed to continuing positions will be required to participate in the probation processes.

Your supervisor will guide you through the process for probation. For more information see clause 2.5 of the [University of Adelaide Enterprise Agreement 2017 - 2021](#).

Professional Staff probation

Professional staff will serve a probation period of up to six months.

During the probation period there will be 3 specific probation meetings that will:

- clarify duties;
- set goals;
- determine measures for performance and how these will be assessed;
- monitor completion of the University's induction program and
- provide opportunity for two-way feedback about progress in the role.

The probation meeting will made reference to position classification standards, position descriptions and the selection criteria for the position.

The timing of these probation meetings is outlined below:

1st probation meeting	As soon as possible after commencement
2nd probation meeting	Conducting this 2 months after commencement is recommended
Final probation meeting	Normally, no later than 4 weeks prior to the end of the probation period

Academic Staff probation

Academic staff (other than casuals) may be required to serve a period of probation. Your supervisor will guide you through the process for probation. For more information see clause 2.5.2 of the [University of Adelaide Enterprise Agreement 2017 - 2021](#).

The timing of these probation meetings is outlined below:

Duration of contract of employment	Maximum probation	Performance review timing
Fixed-term contract of more than 6 months	Six months	At least one performance review during any probationary period. Normally no later than four weeks before the end of the probation period.
Continuing	Up to three years	At least two performance probationary period. One review will be around midway and the second, six months before the completion of their probation.

Such reviews should be based on the relevant classification standards and the staff member's performance during the probationary period in the following categories, where relevant

- Teaching (and related duties) - including evaluation by students and evidence of teaching expertise;
- Research, scholarship and/or creative activity
- Administration and service to the University; and Professional activity including service to the community.

For further information on managing probation please contact your [HR Advisor](#).