



All staff members employed on fixed-term contracts of greater than six months and staff members appointed to continuing positions are 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 2023 – 2025](#).

Professional staff probation

Professional staff will serve a probation period of up to six months. During the probation period there will be at least three 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
- provide opportunity for two-way feedback about progress in the role.

The probation meeting will refer to position classification standards, the position description, 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	Two months after commencement is recommended
Final probation meeting	No later than four weeks before 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 2023 - 2025](#).

The timing of these probation meetings is outlined as follows:

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Duration of employment contract	Maximum probation	Performance review timing
Fixed-term contract of more than six 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 reviews during the probationary period. One review will be around midway and the second will be 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
- professional activity including service to the community.

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

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