

## MONITORING AND REVIEW OF NEW EMPLOYEES PROCEDURES

Category	Employment
Procedures Owner	Group Director People and Culture
Last review	November 2024
Next review	November 2027
Approved by	Vice Chancellor
Effective date	12 December 2024

### 1. PURPOSE

These procedures support the Recruitment Policy. The purpose of a monitoring and review period is to facilitate a successful start to the new employee's employment and to ensure they achieve the standards expected in their role. The process links to 'My Annual Plan' by setting goals at the start of their employment and providing support and development.

### 2. SCOPE

These procedures apply to all full time and part time employees on their appointment to positions covered by permanent or fixed term employment agreements of six months or more. They do not apply to hourly paid employees. A period of monitoring and review may also apply to existing employees appointed to a new position.

### 3. DEFINITIONS

### 4. ACTIONS

#### 4.1 Review Periods

Employment agreements at AUT prescribe monitoring and review periods. In summary:

- Professional staff – 3 months (can be extended to up to six months).
- Academic staff – Employees appointed for the first time, or who have not previously taught before, may be required to undertake a review period of up to one year.

Refer to your HR Business Partnering Team for advice on the length of the review period.

#### 4.2 Required Actions by the Line Manager

##### a) *Set Goals*

- During the first week of the employee's employment the line manager will meet with the new employee to set goals for the review period.
- These will be recorded in the employee's My Annual Plan (MAP) document.
- The goals must be measurable and allow a reasonable time for completion within the review period.
- The new employee should have a clear understanding of what is expected of them during the monitoring and review period, and by when.

##### b) *Discuss Development Needs*

- The line manager will discuss the development required to support the new employee, this will include all essential training and the staff orientation session.
- Details must be recorded in the employee's MAP.

**c) Progress and Achievement Meetings**

- Regular meetings between the line manager and the employee must take place throughout the review period to ensure they remain on track to achieve their goals.

**d) Concluding the Monitoring and Review**

Prior to the final review meeting the line manager must check that agreed outcomes recorded in the employee's MAP have been achieved. Any decision to extend the period must first be discussed with the HR Business Partnering Team, then explained to the employee and recorded.

If the line manager is satisfied that the new employee has reached the goals set at the beginning of the review and there are no performance concerns, then the line manager should meet with their team member to confirm the satisfactory completion of the period of monitoring and review and record it in their MAP.

**e) Extension of Monitoring and Review**

If the monitoring and review period is to be extended beyond the original agreement communicated in the offer of employment, prior advice must be obtained from the HR Business Partners in People & Culture.

After receiving advice, specific reasons for an extension of the monitoring and review period must be documented. This will include information about all training and support provided and a clear outline of what is required to satisfactorily conclude the review period and discussed with the employee.

**f) Termination of employment**

Where unsatisfactory performance over the monitoring and review period has not been rectified, during or at the end of the period, it may result in termination of employment. However, advice **must be sought from the HR Business Partnering Team** in People & Culture prior to making any decision.

Termination may only occur after a fair process which includes the employee having had any areas that require improvement identified and explained to them and the employee having had reasonable opportunity, training and support to improve.

## **5. RESPONSIBILITIES**

**People & Culture** are responsible for providing advice and support to line managers and new employees.

**Line Managers** are responsible for ensuring the monitoring and review procedures set out above are completed, outcomes recorded, and People & Culture notified.

## **6. POLICY BASE**

Recruitment Policy

## **7. ASSOCIATED DOCUMENTS**

These procedures must be read in conjunction with the collective employment agreements for Academic and Allied Staff.

## **8. FORMS/RECORD KEEPING**

Monitoring and review discussions will be recorded on the My Annual Plan form.

Written confirmation from line managers of the outcome of a review period and completed checklists are to be retained by People & Culture on the employee's file.

## **9. DOCUMENT MANAGEMENT AND CONTROL**

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