

ANU probation procedure

The probation period is an important part of an ANU staff member's journey into their new role.

This workflow relates to the ANU [probation procedure](#) which outlines the process a supervisor needs to undertake during their staff member's probation period. Probation periods differ depending on the type of ANU employment, detailed within the [ANU Enterprise Agreement](#). It is the supervisor's responsibility to ensure the probation procedure is followed.

Supervisors need to have regular performance, development and career discussions with their direct reports, probationary and otherwise. The probation process is supported by the [Focus](#) performance and development cycle, with emphasis on regular discussion and feedback outside of the Focus tool, rather than only once or twice-yearly performance and development discussions. Focus sends email reminders to supervisors if a step is not completed in time.

Probation procedure - inclusive of regular and ongoing Focus performance and development discussions



If the supervisor has any concerns about a staff member, probationary or otherwise, they need to contact their [local HR Business Partner](#) as soon as possible.