



## NCVO WORKFORCE DEVELOPMENT

### GOOD GUIDE TO EMPLOYMENT FACTSHEET

#### Induction & Probation

**This information is taken from the publication *The Good Guide to Employment*. Find out more at [www.ncvo-vol.org.uk](http://www.ncvo-vol.org.uk).**

This factsheet aims to provide information on the process and the benefits of induction and probation programmes. It also details practical steps on terminating a contract during or at the end of the probationary period.

#### Induction

Induction and probationary processes should be flexible to accommodate the employee's specific needs.

The induction period is an important part of an employee's introduction to your organisation and gives them further information on how their role fits with other roles on a team, department and organizational level. An induction checklist is a useful way of recording what activities or arrangements the new employee needs to follow in their first few weeks of service.

#### Probation

The probationary period should allow managers and employees to discuss performance, progress and objectives, which should be assessed throughout the probationary period through regular formal review meetings. It can provide an assessment on whether an employee is suitable for a role to which they have been appointed.

#### Termination of employment

If an employee is unlikely to reach the required standard expected of them, during or at the end of their probationary period termination of the employee's contract should be considered carefully. Concerns about performance or capability should be clearly set out in writing in advance of any meeting, in order to comply with the statutory procedure contained under dismissal law.

## More information

To find out more on induction and probation, visit the following websites:

1. Acas: Provides information relevant to all new and existing employers. [www.acas.org.uk](http://www.acas.org.uk)
2. NCVO provides free information, signposting and services for trustees, staff and volunteers. [www.ncvo-vol.org.uk](http://www.ncvo-vol.org.uk)
3. Business Link: Provides information for those becoming an employer for the first time. [www.businesslink.gov.uk](http://www.businesslink.gov.uk)