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[Company/Organization Name]

Effective Date: [Date]

Employee Probationary Period Policy

**1. Purpose:**

The purpose of this Employee Probationary Period Policy is to establish guidelines and expectations for employees during their probationary period. It aims to assess the suitability of new employees for continued employment, provide feedback on performance and behavior, and support their successful integration into the company.

**2. Probationary Period:**

a. All new employees will be subject to a probationary period, which typically lasts [insert duration, e.g., 90 days]. The exact duration may vary depending on the position, level, or other factors as determined by [Company/Organization Name].

b. The probationary period provides an opportunity for the company to evaluate the employee's performance, skills, conduct, and overall fit within the organization.

**3. Performance and Conduct Expectations:**

a. During the probationary period, employees are expected to meet the same performance standards and adhere to the same company policies and code of conduct as regular employees.

b. Employees should strive to learn and adapt quickly, seek feedback, and actively engage in their job responsibilities.

c. Attendance, punctuality, teamwork, communication, and professional conduct are particularly important factors considered during the probationary period.

**4. Performance Feedback and Evaluation:**

a. Regular feedback and performance evaluations will be conducted throughout the probationary period. These evaluations may be informal or formal, and they provide an opportunity for managers to communicate expectations, address concerns, and provide guidance for improvement.

b. Managers will provide constructive feedback, coaching, and support to help employees succeed and overcome any performance or behavior issues that may arise.

c. If performance or behavior concerns arise during the probationary period, employees will be notified in a timely manner and provided with clear expectations for improvement.

**5. Extension of Probationary Period:**

a. In some cases, the probationary period may be extended if the employee's performance or behavior requires further evaluation before making a final decision on their continued employment.

b. The decision to extend the probationary period will be communicated to the employee in writing, outlining the reasons for the extension and the specific performance or behavior areas that need improvement.

**6. Termination of Employment:**

a. If, after the probationary period, the employee's performance, behavior, or overall fit within the organization is deemed unsatisfactory, employment may be terminated.

b. Termination during or at the end of the probationary period does not require the same level of formal process as regular employees. However, the employee will be provided with a written notice stating the reasons for termination.

**7. Regular Employment:**

a. Upon successful completion of the probationary period, employees will transition to regular employment status, subject to the terms and conditions outlined in their employment contract or offer letter.

b. Regular employees will continue to be evaluated through performance reviews and may be subject to further training and development opportunities.

**8. Confidentiality:**

All information related to an employee's probationary period, including performance evaluations, discussions, and outcomes, will be treated as confidential and shared only with those with a legitimate need to know.

**9. Employee Acknowledgment:**

By signing below, employees acknowledge that they have received and understood the Employee Probationary Period Policy and agree to comply with its guidelines during their employment with [Company/Organization Name].

**Employee:**

I have read and understood the Employee Probationary Period Policy, and I do not have any questions.

[Employee's Full Name]

[Employee's Signature]

[Date]

**Company:**

[Company Name]

[Company Representative's Name]

[Company Representative's Title]

[Company Representative's Signature]

[Date]