

Probation Automated Notifications

Review Type	Type of notification	When it is to be sent:	Month of employment	Who is it sent to:
First Review	Notification	4 weeks before the probation is due	Month 3	Line Manager
	Reminder	1 week after the probation is due	Month 4	Line Manager
	Final Reminder	2 weeks after the probation is due		Line Manager
	Escalation stage 1	3 weeks after the probation is due	Month 5	Head of School or Head of Department (CSD/ASD/FSD)
	Escalation stage 1 Reminder	5 weeks after the probation is due		Head of School or Head of Department (CSD/ASD/FSD)
	Escalation stage 2	6 weeks after the probation is due		Dean or Head of Division
	Escalation stage 2 Reminder	8 weeks after the probation is due	Month 6	Dean or Head of Division
First Additional Review	Notification	2 week before probation is due	any stage	Line Manager
	Reminder	1 week after probation is due		Line Manager
	Escalation Stage 1	2 weeks after probation is due		Head of School or Head of Department (CSD/ASD/FSD)
	Escalation stage 1 Reminder	3 weeks after probation is due		Head of School or Head of Department (CSD/ASD/FSD)
	Escalation stage 2	4 weeks after probation is due		Dean or Head of Division
	Escalation stage 2 Reminder	5 weeks after probation is due		Dean or Head of Division
Second Additional Review	Notification	2 week before probation is due	any stage	Line Manager
	Reminder	1 week after probation is due		Line Manager
	Escalation Stage 1	2 weeks after probation is due		Head of School or Head of Department (CSD/ASD/FSD)
	Escalation stage 1 Reminder	3 weeks after probation is due		Head of School or Head of Department (CSD/ASD/FSD)
	Escalation stage 2	4 weeks after probation is due		Dean or Head of Division
	Escalation stage 2 Reminder	5 weeks after probation is due		Dean or Head of Division

Performance Improvement Plan Review	Notification	10 days before PIP is due	any stage	Line Manager
	Reminder	1 week after PIP is due		Line Manager
	Escalation Stage 1	2 weeks after PIP is due		Head of School or Head of Department (CSD/ASD/FSD)
	Escalation stage 1 Reminder	3 weeks after PIP is due		Head of School or Head of Department (CSD/ASD/FSD)
	Escalation stage 2	4 weeks after PIP is due		Dean or Head of Division
	Escalation stage 2 Reminder	5 weeks after PIP is due		Dean or Head of Division
Final Review	PRO2 notification	4 weeks before the probation is due	Month 7	Line Manager
	PRO2 reminder	1 week after the probation is due	Month 8	Line Manager
	PRO2 final reminder	2 weeks after the probation is due		Line Manager
	PRO2 escalation 1	3 weeks after the probation is due		Head of School or Head of Department (CSD/ASD/FSD)
	PRO2 escalation 1 reminder	5 weeks after the probation is due	Month 9	Head of School or Head of Department (CSD/ASD/FSD)
	PRO2 escalation 2	6 weeks after the probation is due		Dean or Head of Division
	PRO2 escalation 2 reminder	8 weeks after the probation is due	Month 10	Dean or Head of Division
Confirmation of completion of probationary period	Final pre confirmation notification	4 weeks before probation expiry date	Month 11	Line Manager
	Confirmation to manager	1 week after probation expiry date	Month 13	Line Manager (who can then write to employee)