

Employee Probation Procedure

Section 1 - Purpose

(1) This procedure sets out the responsibilities, information and support available for managers and employees in relation to the probationary process.

Section 2 - Authority

(2) Authority for this document is established by the [Employee Lifecycle Policy](#).

Section 3 - Scope

(3) This procedure applies to all continuing and fixed term employees of RMIT University, RMIT Online and RMIT University Pathways (RMIT UP). It does not apply to employees of other RMIT controlled entities.

Section 4 - Procedure

Probation Overview

(4) All new employees are subject to a probationary period in accordance with their relevant enterprise agreement or employment contract.

(5) Probation is designed to enable RMIT to assess whether the employee, the role and the work environment are a suitable match. It provides an opportunity for RMIT to address any issues, including role clarity or performance concerns, early in the employment relationship, while giving the employee time to consider whether the role and the organisation meet their expectations.

(6) People Managers provide guidance on the role requirements, including setting performance and behaviour expectations, as part of onboarding.

(7) People Managers are responsible for initiating the probation process with all new employees in accordance with this procedure. Regular check-ins are expected to be conducted throughout the probationary period and feedback is to be provided in a timely manner.

(8) Probation is considered successfully completed when the People Manager is satisfied that the employee demonstrates the required skills, competencies, and behaviours for the role and work environment. The employee must have completed their applicable probationary period.

(9) Existing employees entering into a secondment or a new contract of employment are not required to serve an additional probationary period unless time remains on their initial probationary period.

Probation Duration

(10) The duration of probation is determined by appointment type, as outlined in Table 1. Where a range is specified,

the specific duration will be set out in the employee's employment contract.

Table 1

Appointment type	Duration
Continuing VE teaching Professional Children's Services Senior, Specialist and Executive Employees Senior Executive RMIT Online RMIT UP	6 months
Continuing Academic	A minimum of 12 months and a maximum of 3 years
Fixed term VE teaching Professional Children's Services Senior, Specialist and Executive Employees Senior Executive RMIT Online RMIT UP	50% of the duration of the contract period to a maximum of 6 months
Fixed term Academic	50% of the duration of the contract period to a maximum of 3 years

Extension of Probation

(11) During probation, the period may be extended. Any decision to extend probation must be made in consultation with the People and Culture team.

Performance Concerns During Probation

(12) People Managers are expected to notify employees in a timely manner if performance or behaviour falls below or is inconsistent with expected standards. Concerns are expected to be addressed respectfully, professionally and confidentially.

(13) Employees must be given the opportunity to improve or correct performance and/or behaviour, within a reasonable timeframe and with appropriate support.

(14) People Managers are expected to maintain clear and accurate records of meetings addressing performance or behaviour concerns.

(15) When discussing performance or behaviour concerns with employees, People Managers must clearly communicate:

- the expected standards of performance and required behaviours, including adherence to relevant policies;
- how the employee's performance and/or behaviours do not meet those expectations, and where relevant, that the issue/s might lead to non-confirmation of employment if reasonable improvement is not achieved within the timelines;
- the actions and initiatives that will be implemented by the People Manager to support improvement; and
- any considerations or support raised by the employee.

(16) If the employee does not demonstrate satisfactory improvement during the probationary period, their employment may not be confirmed.

(17) People Managers are strongly encouraged to contact their People Partner during the probationary period to discuss the employee's progress. This is particularly important when there are concerns regarding performance and/or behaviour.

(18) In cases of serious misconduct, immediate non-confirmation of employment may occur.

Probation Review Outcome

(19) People Managers will receive a notification in Workday before an employee's probation end date.

Probation Decision

(20) For employment to be confirmed, the employee must at a minimum demonstrate:

- a. behaviour consistent with the [Code of Conduct](#) and [Workplace Behaviour Policy](#);
- b. adherence to the relevant enterprise agreement, policies and procedures;
- c. willingness and capacity to achieve the inherent requirements of the position;
- d. performance to the satisfaction of the People Manager.

(21) Where no concerns exist and the minimum probation expectations have been met, the employee's employment will be confirmed.

Non-confirmation of Appointment

(22) At any time during probation, either party may bring employment to an end in accordance with their contract and/or the relevant enterprise agreement.

(23) Where a People Manager is considering non-confirmation, they must have the support of their manager and their People Partner.

(24) For non-confirmation of employment to be supported, there must be satisfactory and documented evidence that the People Manager discussed with the employee their performance and/or behaviour not meeting expectations, and that the employee was provided opportunities to take corrective action.

(25) The People Manager will liaise with the People and Culture team to ensure that all requirements of the relevant enterprise agreement and/or contract terms and conditions are met.

(26) In accordance with the [Delegations of Authority Policy](#), the employee's employment may be terminated at any time during the probationary period, subject to approval from the Vice President, People and Culture (or delegate) or CEO for entities. The People Manager will notify the employee of non-confirmation of employment, with support from the People and Culture team.

(27) Nothing in this procedure precludes an employee from being dismissed or summarily dismissed for misconduct or serious misconduct.

(28) Non-confirmation decisions must be documented and made in accordance with the [Delegations of Authority Policy](#).

Section 5 - Compliance

(29) Compliance with this procedure is monitored by the Vice President, People and Culture.

(30) The Vice President, People and Culture reports breaches of this policy on an annual basis to the University

Executive Committee.

(31) Breaches of this procedure are reportable via the [Organisational Breach Reporting Form and are managed in accordance with the Compliance Breach Management Procedure.](#)

Section 6 - Definitions

Term	Definition
People Manager	The individual responsible for overseeing and managing an employee's performance, typically the employee's immediate line manager. In cases where an employee reports to multiple managers, one manager should be designated as the performance manager.

Status and Details

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Policy Owner	Gaynor Witts Vice President, People and Culture
Policy Author	Stephen Morrison Director, Strategic Workforce Advisory
Enquiries Contact	People Connect