

Employee Probation

What is probation?

Probation is the first **12 weeks of employment** at CPFT. It is a structured and supportive period designed to help you settle into your role, understand expectations, and demonstrate that the role is the right fit for you and the Trust. It also ensures you receive the right training, feedback and support from the outset.

Purpose of the probationary period

The probationary process aims to:

- Provide a fair and supportive start in post
- Set clear standards and objectives early
- Enable regular feedback and open conversations
- Identify and address concerns promptly
- Confirm suitability for the role

The process is designed to be **fair, transparent and consistent** across the Trust.

Our values

Probation is underpinned by CPFT's **PRIDE values** (Professionalism, Respect, Innovation, Dignity and Empowerment). You should expect to be treated with dignity and respect throughout, and to demonstrate these values in your work with colleagues, patients and carers.

Your responsibilities

During probation, employees are expected to:

- Meet required standards of performance and conduct
- Engage fully in induction, training and development
- Attend and participate in review meetings
- Be open to feedback and learning
- Raise concerns early and seek support when needed

How probation works

Probation includes a series of structured review meetings:

- **Initial review (within 2 weeks):** expectations, induction progress and early support needs
- **Mid-point review (around 6 weeks):** progress against objectives and behaviours, with agreed actions where needed
- **Interim reviews (8 and/or 10 weeks):** additional support reviews if concerns are identified
- **Final review (around 12 weeks):** decision on outcome

All reviews are evidence-based, discussed with you, and supported by HR advice where required.

Possible outcomes

At the end of probation, one of the following will apply:

- **Successful completion** – confirmed in post
- **Extension** – once only, for **4–6 weeks**, where improvement is realistic
- **Termination of employment** – where required standards are not met despite support

Extensions are not automatic and must be clearly explained, documented and supported by an agreed plan.

Records, support and appeals

All probation reviews are documented, and you are entitled to copies. If probation is not successfully completed, you have the **right to appeal** within **7 calendar days** of receiving the written outcome. Appeals are heard by an independent senior manager, supported by HR.

Employees are encouraged to seek support early through open conversations with their line manager throughout probation.