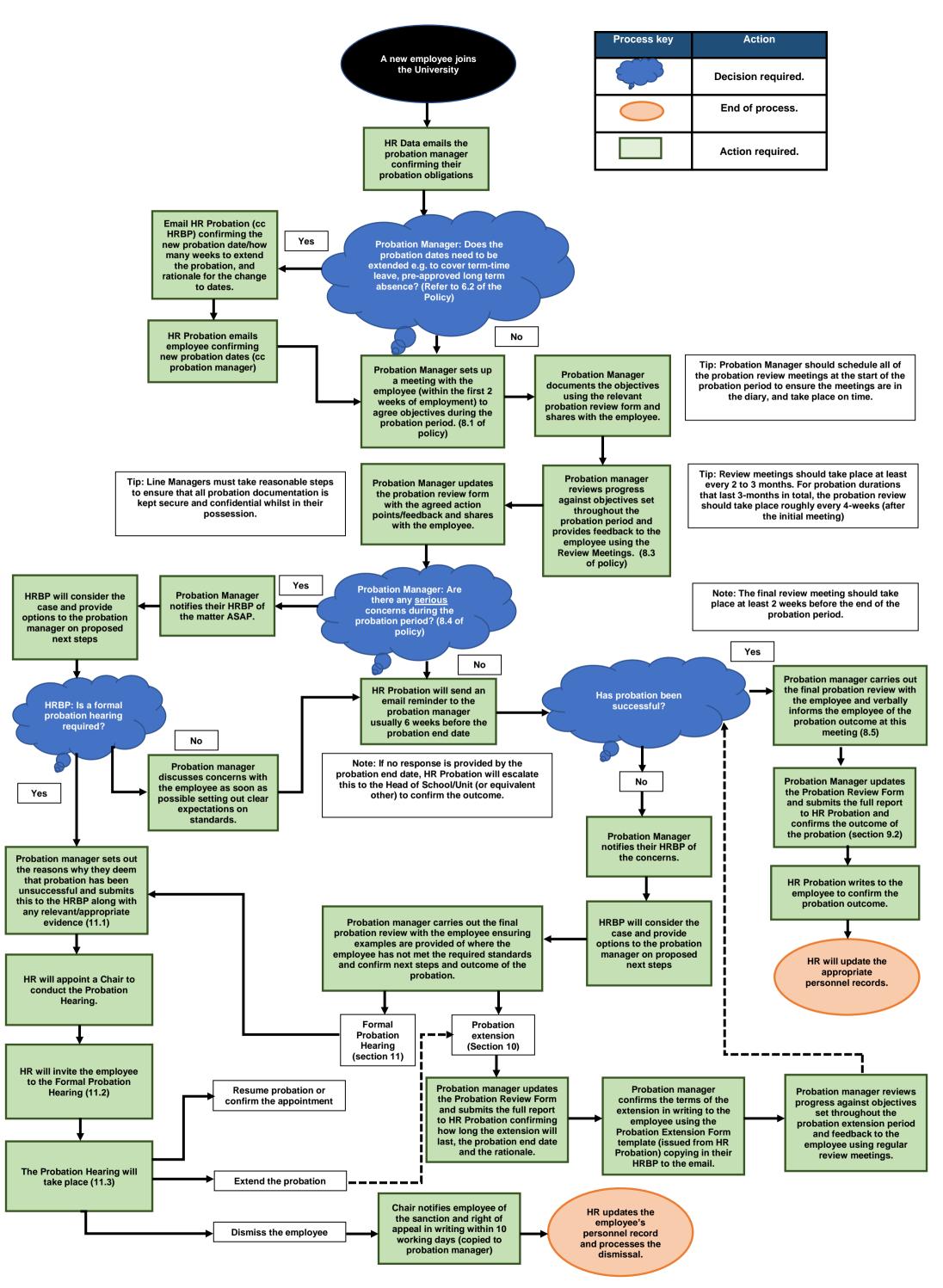


## **Probation flowchart**

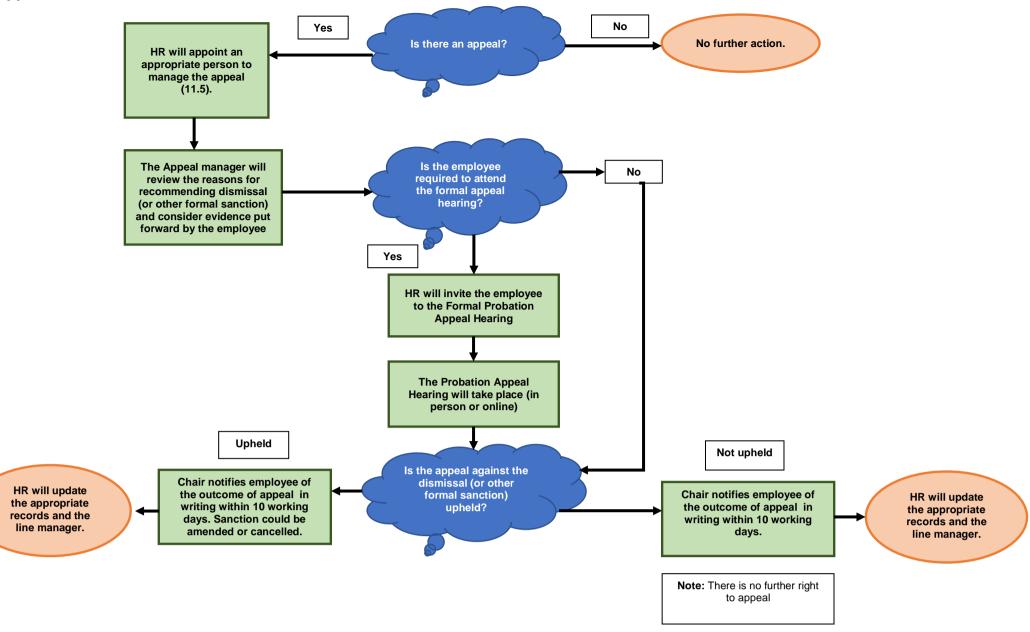
Document type	Guidance		
Scope (applies to)	All staff		
Applicability date	01/03/2023		
Review / Expiry date	07/03/2025		
Approved date	05/07/2024		
Approver	Director		
Document owner	Human Resources Officer		
School / unit	Human Resources		
Document status	Published		
Information classification	Public		
Equality impact assessment	None		
Key terms	Staff/Employee relations/Probation		
Purpose	Probation process in the form of a diagram.		
	EDI confirmed EIA not required.		

Version number	Purpose / changes	Document status	Author of changes, role and school / unit	Date
1.1	Amending the expiry date only to coincide with policy review consultation dates.	Published	Lisa Stewart HR	04/07/2024



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**Appeal Process** 



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Version number	Purpose / changes	Document status	Author of changes, role and school / unit	Date
1.0	New document: probation process flowchart	Published	Lisa Stewart, HR	01/03/2023
1.1	Amending the expiry date only to coincide with policy review consultation dates.	Published	Lisa Stewart HR	04/07/2024