



## Trial periods

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### 1. Guidance for implementation

Three month trial periods are designed to be non-bureaucratic and flexible in nature. However, in order to get the most benefit from a trial period it is advisable to take a structured approach. The following paragraphs provide a basic guide of what to consider as part of a three month trial period:

#### 2. Initial formal meeting

At the beginning of the appointment, the recruiting manager should hold an initial meeting with the redeployee. The meeting should be used to provide the redeployee with an outline of how the trial period will work in practice, what will be expected of them for the trial to be successful, and also let them know what support and training will be provided. Identifying any training needs, individual concerns the redeployee has, or any need for additional support at this early stage provides the best possible chance for these to be effectively addressed.

#### 3. Setting objectives

As described above, it is important to let the redeployee know what will be expected of them if the trial period is to be successful. The best way to do this is to agree upon a set a number of clear objectives for the redeployee to achieve by the end of their trial period. These objectives should be achievable, measurable and should reflect the requirements of the job and the department.

#### 4. Training needs and support

When agreeing upon objectives, it is also important to consider what additional training or support a redeployee may need to meet these objectives. If any training or other needs are identified it is important that a plan is put in place for these to be provided. During a trial

period, funding for training may be available from the Redeployment Service. Please contact the Redeployment Manager to discuss.

#### **5. Monitoring progress with regular meetings**

It is important to monitor the progress of the redeployee as they work towards achieving their objectives. This can be done via holding regular meetings with the redeployee to discuss their progress and identify any need for further training or support. Should any training or support needs be identified, the department should consider how these can be met and put any necessary measures in place. The effectiveness and progress of any measures introduced to help the redeployee should be reviewed at the next progress meeting.

#### **6. Final review**

The final stage of the three month trial period should be a final review meeting with the redeployee. This meeting should be used to reflect on the progress of the redeployee throughout the three month trial period and determine if the trial period has been successful.

If the redeployee is also on a standard probation period, the meeting can be used to discuss what objectives the redeployee will be working towards for the remainder of their probation period, in addition to any further training or support needs that the redeployee may have. If the department deem a trial period unsuccessful, they should contact the Redeployment Manager to discuss the case prior to this final review meeting, to ensure the reason for the trial not being successful is reasonable and valid. The redeployee will be advised to contact their HR Manager to discuss their options.