

Probation and Career Planning, Development and Performance Expectations for Professional Staff Policy

Section 1 - Purpose

(1) The Policy establishes the principles and processes which the University uses to support performance expectations, development, career planning, outcomes and metrics for the relevant probation milestones. The University strives for a culture where giving and receiving feedback in a constructive and respectful manner is a part of all staff members' duties.

Section 2 - Application

(2) This Policy applies to all staff covered by the [Enterprise Agreements \(Professional Staff\)](#).

(3) Career planning, development and performance expectations for casual staff is undertaken at the discretion of the University with an approach appropriate to casual working arrangements.

Section 3 - Roles and Responsibilities

Position	Responsibility
Vice-President (People) and Chief People Officer	Approves supporting procedures under this Policy. Provides relevant resources, training and development to ensure professional staff can successfully participate in this process.
Supervisors	Provides guidance and coaching to staff for whom they are the designated supervisor. Actively participate in regular communication with staff members on career planning, development and performance expectation to ensure staff have clear goals, ongoing feedback and support for professional development. Oversees a staff member's period of probation.
Professional staff	Participate in regular communication with Supervisors on career planning, development and performance expectation. Seek feedback from Supervisors and other stakeholders including additional reviewers, peers, external stakeholders and students regarding contributions and performance. Actively participate in the probation process.

Section 4 - Probation

(4) The performance of a staff member during the probation period will be assessed as part of a probation plan.

(5) A probation plan will outline the relevant performance expectations, outcomes and metrics for the relevant milestones during the probation period.

(6) The outcomes of the probation plan will form the basis of the final review.

(7) The probation process is confidential and should only be disclosed on a need to know basis.

Section 5 - Career Planning, Development and Performance Expectations

(8) Ongoing and fixed term staff are expected to participate in regular communication with their Supervisor to discuss, where relevant:

- a. career planning;
- b. training and development requirements and opportunities;
- c. performance expectations;
- d. leave;
- e. workload;
- f. annual workplan; and
- g. renewal of fixed-term appointment.

(9) A request for feedback or performance planning can be initiated by either the staff member or their Supervisor.

(10) Feedback should be focused both on opportunities for future capability and development and reflection of past successes and learnings.

(11) A template [Career planning, development and performance expectations form](#) (QUT staff access only), has been developed for use by staff members and Supervisors. This form, or part thereof, is only mandatory to the extent that it is requested by either the staff member or Supervisor.

(12) The University will relevantly take into account, the impact of COVID-19 on the working environment, personal lives, and performance of staff when discussing career planning, development and performance expectations.

Section 6 - Supporting Procedures

(13) Templates for probation and career planning, development and performance expectations are available from Human Resources.

Section 7 - Exceptions to Policy

(14) The Vice-President (People) and Chief People Officer is authorised to approve variations to this Policy in exceptional circumstances. Any such variation will be recorded by Human Resources.

Section 8 - Delegations

(15) Refer to [Register of Authorities and Delegations](#) (VC099, VC143) (QUT staff access only).

Status and Details

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Policy Owner	Gillian Bromley Vice-President (People) and Chief People Officer
Author	Michelle Corcoran Project Manager
Enquiries Contact	Ann-Maree Waugh Associate Director, People and Workplace Relations