



Induction/Probationary Procedures The University of Bolton Guidelines for Employees

1. The induction and probationary procedures commences on the day of employment with the University of Bolton.
2. All academic and research staff are subject to a one-year probationary period (unless otherwise stated).
3. All professional support and manual staff are subject to a probationary period of six-months. Staff who have previously worked on a temporary supply basis are required to undergo the induction process if appointed to a substantive role.
4. Certain employees will not require the full induction checklist to be completed.
5. Heads of School/Service will nominate a mentor to ensure staff receive an induction within their own School/Service and that they are undertaking the central induction process, as appropriate to their needs.
6. Human Resources will deliver induction relating to terms and conditions, pay procedures, medical clearance, pensions, leave and absence. It is proposed that this will be handled on the first day of employment.
7. The Specialist Services and Safety Manager will deliver health/safety, smoking policy and evacuation induction procedures.
8. Human Resources will monitor completion of the mandatory induction process.
9. The induction process is considered complete once the appropriate sections have been initialled/dated by the relevant School/Service.
10. Human Resources will contact the Heads of School/Heads of Service to monitor the progress of the new employee. Any problems can be identified at this stage for further action or staff development/training and can be discussed during the initial three month review.
11. After professional support and manual staff have completed six-months' service in post, the probationary review form will be completed by the appropriate line manager, the probationary period will then be deemed to be complete.
12. After academic/research staff have completed nine months' service in post, you should ensure that a probationary review meeting is arranged. After a year in service, the probationary period will be deemed to be complete.
13. Human Resources will contact employees to confirm they have completed their probationary period.