

MINISTRY OF ECONOMY
PROBATION POLICY
INTERNAL USE ONLY

1.0 INTENT

- 1.1 This Policy provides a framework that enables managers to assess the performance of new employees, and to provide any necessary support, if needed.
- 1.2 The probation policy is intended to help new employees establish their suitability for the appointment and provide a period for the employees to 'settle in'.

2.0 REFERENCE DOCUMENT

- 2.1 This Policy is issued to complement requirements under the Fijian Civil Service-Open Merit Recruitment & Selection Guideline.

3.0 APPLICATION

- 3.1 This Policy applies to all employees except the Permanent Secretary of Economy.

4.0 ABBREVIATIONS

MOE – Ministry of Economy
PS - Permanent Secretary for Economy
HOS - Head of Sections
HR - Human Resources

5.0 REQUIREMENTS OF THE POLICY

- 5.1 It is mandatory for all new employees to satisfactorily complete a six (6) month probationary period when appointed through a formal recruitment process.
- 5.2 No probation is required for employees who have their contracts renewed for the same position and receive a new contract based on performance assessment.
- 5.3 Employees on probation must be taken through a formal induction process within three (3) months of being appointed in that position. It is essential that during the induction, the employee is given all information of the Ministry, a copy of HR Policies, procedures and guidelines to follow and have a clear understanding of the key performance indicators (KPI).
- 5.4 The probation period should be a constructive process to assist respective supervisors to confirm the level of performance and the extent to which the employee is performing the full range of duties required of the position. Any employee, who is on probation, will be subject to assessment of their performance, which are as follows:
 - 5.4.1 **Mid Term Probation Assessment**
Mid Term Probation Assessment shall be done after 3 months of performance and a feedback must be given to the employee. A copy of the Performance Report must be submitted to HR by the Supervisor assessing performance through the HOS for record purposes.
 - 5.4.2 **Final Probation Assessment**
Final Probation assessment shall be conducted at the end of the 6th month of probation period and a feedback must be given to the employee on his/her performance.

5.5.3 Outcome of Probation

Upon the completion of the final assessment, a commendation is made to the HR, stating whether the employee needs; to complete any development programme, and extension of probation, or termination of contract.

5.5.4 Performance Improvement Plan

Where extension of probation and development programmes are approved, the respective HOS, through the approval of PS, shall institute a performance improvement programme in accordance with the Civil Service Discipline Framework.

6.0 EFFECTIVE DATE

6.1 This Policy will come into effect on the date of its endorsement by the PS.

7.0 REVIEW OF POLICY

7.1 The Policy will be reviewed after every two (2) years, or earlier if necessary



Makereta Konrote
Permanent Secretary