

Guideline #	AD-100-G1	Revision #	01
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Probationary Period Guideline:

1. A probationary period should be clearly specified in a contract of employment.
2. Employees are normally hired on the basis of a three-month probationary period (90 days). During the probationary period, employees must prove themselves and duly perform the work assigned; they must also abide by the established rules and regulations of the University.
3. Each supervisor will appraise the job performance of every employee during the probationary period. The supervisor must mentor and keep a record about on the employee's performance during the probationary period.
4. An employee will be mentored and given feedback concerning any deficiencies prior to the end of the probationary period. If the employee fails to meet the expectation, he/she will generally be given an additional 30 days to improve his/her performance. The supervisor must keep the HR Department involved regarding staff performance issues; the supervisor may be required to propose solutions and an action plan.
5. If the new employee fails to meet the job requirements, or his/her retention in the service is deemed by FBSU to be undesirable for any reason whatsoever during this probationary period, then he/she might be terminated without notice at any time within this said period and without compensation or severance pay.

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