HR/ recruiting manager inform CFN business support of new starter start date once agreed.

Manager check all mandatory training completed.

Manager to check corporate check list and CFN checklist all completed, sign and add to supervision file.

After final probation meeting completed and signed off, then PADP/Outcome and Development plan to be set up by manager.

[http://sharepoint.lgss.local/Pages/Performance-Appraisal-and-Development-Programme-(PADP).aspx](http://sharepoint.lgss.local/Pages/Performance-Appraisal-and-Development-Programme-%28PADP%29.aspx)

At 5 months managers do final probation review meeting and relevant paperwork.

Managers input onto ERP Gold that probation has been completed or not.

At 3 months CFN business support send ‘check in’ email to managers to ensure 3 month probation review meeting is planned.

<http://sharepoint.lgss.local/Pages/Probation.aspx>

Ensure supervisions are planned

Conformation letter to be sent by manager to employee to confirm probation completed.

CFN business support email employing manager and new starter induction pack and check list.

Manager ensure that new starter has received this on first day and understands what needs to be completed.