



# Academic Probation

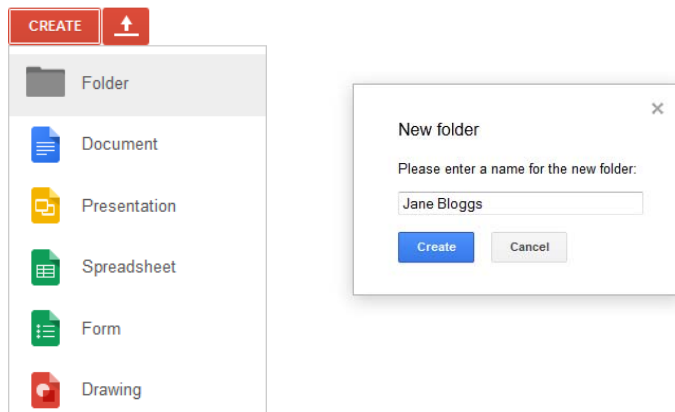
Guidance on how to set up a Probation Form for a new member of staff

**Pursue the extraordinary**

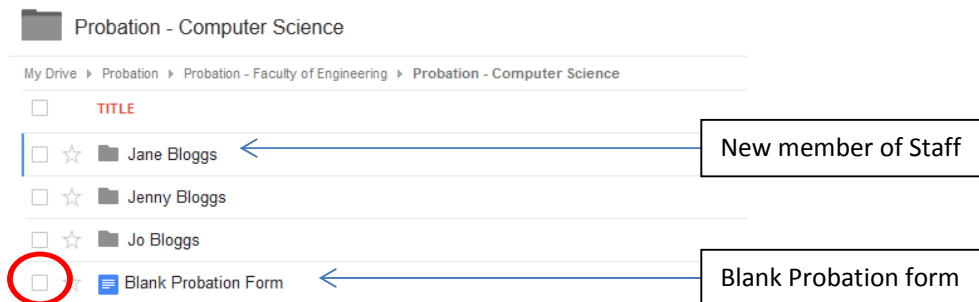
## Creating a form for a new member of staff

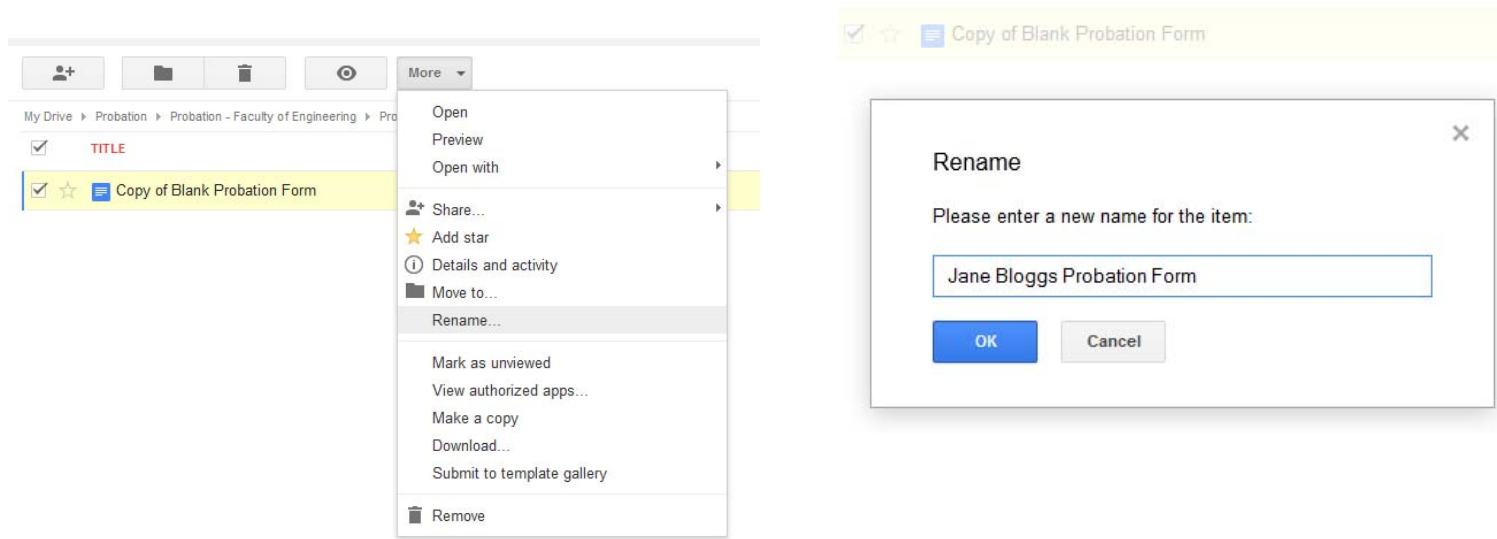
Each department has a probation folder on Google Drive. Following the appointment of a new member of staff, the designated member of departmental support staff should create a subfolder within the department's probation folder. To do this click 'Create', 'Folder', enter the new starters name and then click 'Create'.

### Drive



Once you have set up a folder for the new member of staff you will need to copy a blank probation form from the department folder into the new starter's folder. To do this, tick the box to the left of the document called 'Blank Probation Form' and then select 'Make a copy'. Next, move the copy to the new starter's folder and change the title to include the new starter's name.



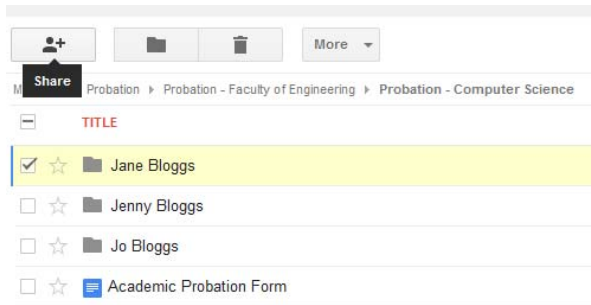


Now that you have created a form for the new starter you will need to populate the Probationer Details section at the top of the form and the dates of each review period (Periods 1, 2 and 3) in the Probation Plan. See the probationer's letter of appointment for the start date and duration of the probationary period.

Once you have completed this you will need to share it with the relevant people. These are:

- Probationer
- Head of Department
- Probation Adviser

To share the form, click the box to the left of new starter's folder and click the share button.



### Sharing settings

Link to share (only accessible by collaborators)

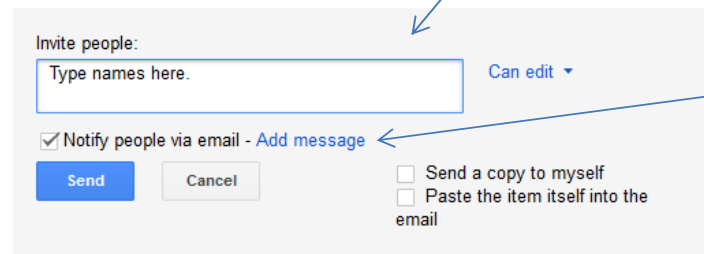
[https://docs.google.com/a/sheffield.ac.uk/document/d/1FCHY11Mc05d\\_wMwrFinaLNr](https://docs.google.com/a/sheffield.ac.uk/document/d/1FCHY11Mc05d_wMwrFinaLNr)

Who has access

	Private - Only you can access	<a href="#">Change...</a>
	Martin Spencer (you) m.spencer@sheffield...	Is owner

Then simply type in the names of the people above and click 'Send'. Please ensure that the 'Notify people via email'

You do not need to share the document at Faculty level or with HR. Top level permissions have already been set up to allow them to view the relevant probation forms.



Please ensure that the 'Notify people via email' is selected, otherwise people won't know you have shared the form with them.

Editors will be allowed to add people and change the permissions. [\[Change\]](#)