**Automated Probation Period Reminders – note for managers**

From March 2024, we are implementing a new automated system to help managers across the organisation with the probation process.

This new system will improve the probation process, enhance engagement, and will ensure a smoother onboarding experience for both managers and employees.

**How it works:**

* The system automatically tracks an employee’s start date and probation terms. You do not need to do anything; when an employee is five weeks away from their probation period review date; you will receive an email from P&OD letting you know that a review is due.
* The email will feature click-through prompts to guide you through scheduling reviews and a link to the Probation Policy.
* A second email will also be sent two weeks prior to the end of the employee probation period end date as a final reminder providing the same information as the first email.

Please look out for email notifications when you have a new employee and if you have any questions in the meantime, please contact [People.Systems@manchester.ac.uk](mailto:People.Systems@manchester.ac.uk)

**More information**

[Probation | Directorate of People and Organisational Development | StaffNet | The University of Manchester](https://www.staffnet.manchester.ac.uk/people-and-od/new-staff/probation/)