

LiRN Probationary Period Policy

As approved by the Board of Directors on March 26, 2026

Purpose and Scope

1. The probationary period is an integral part of LiRN's hiring and onboarding process. It provides an opportunity for both the employee and the organization to evaluate whether the role and working relationship are a good mutual fit.
2. Unless otherwise stated in the employment offer, the standard probationary period is three (3) months. LiRN may extend or set a longer period at its discretion based on performance or availability.

Roles and Responsibilities

Employee Responsibilities

3. Attend all mandatory training and development sessions organized by LiRN.
4. Follow and actively participate in training or development plans established for their role.
5. Demonstrate progress in learning job duties and integrating into the team.

Manager Responsibilities

6. Provide a clear training and onboarding plan outlining expectations.
7. Conduct regular check-ins and performance discussions.
8. Assess the employee's performance and suitability near the end of the probationary period.
9. Determine next steps: confirmation, extension, or termination.

Probationary Period Decision Outcomes

10. At the conclusion of the probationary period, the manager will make one of the following determinations using the Probationary Review Checklist at Appendix A:
 - a. **Successful Completion:** The employee has met performance expectations and will continue in their role as a regular employee.

- b. **Extension:** The employee requires additional time to meet expectations. The manager may extend the probationary period with clear objectives and timelines.
- c. **Unsuccessful Completion:** The employee has not met required standards. Employment may be terminated in accordance with LiRN policy and employment legislation.

Appendix A: Probationary Review Checklist

- Attendance and punctuality meet expectations.
- Completion of all required training modules.
- Demonstration of required technical skills.
- Ability to follow instructions and adapt to feedback.
- Quality and accuracy of work meet standards.
- Ability to work collaboratively with team members.
- Professionalism and adherence to LiRN policies.
- Overall productivity and progress compared to job expectations.