	HUMAN RESOURCES DIRECTORATE PROBATIONARY PERIOD EVALUATION PROCEDURE	Document No: Issue Date: Revision Date: Revision No: Page:	PDB.PRS.005 11.05.2026 - - 1/2
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1. PURPOSE

To ensure the objective evaluation of newly hired employees during their probationary period in terms of performance, behavior, competencies, and adaptation to the institution.

2. SCOPE

This procedure applies to all administrative, academic, contractual, and support personnel who are subject to a probationary period.

3. LEGAL BASIS

- TRNC Labour Law
- Institutional Contract Provisions
- Performance Management System

4. DEFINITIONS

Probationary Period: A three-month probationary period as stipulated by the TRNC Labour Law No. 22/1992.

Interim Evaluation: A performance review conducted during the probationary period.

Permanent Appointment Approval: The confirmation of an employee's permanent position upon successful completion of the probationary period.

5. RESPONSIBILITIES

- Directorate of Personnel Affairs
- Relevant Unit Directorates / Departments / Faculties / Schools
- Employees

6. PROCEDURE

6.1 Commencement of the Probationary Period

The three-month probationary period shall commence on the employee's official employment start date in accordance with the provisions of the TRNC Labour Law No. 22/1992.


6.2 Determination of Goals and Expectations

Within the first week of employment, the supervisor shall provide the employee with written information regarding the following:

- Job description
- Performance expectations
- Behavioral expectations
- Objectives for the first three months

6.3 Interim Evaluation

A meeting shall be held between the supervisor and the employee midway through the probationary period.

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Evaluation Areas

The following areas shall be assessed:

- Speed of learning and job adaptation
- Technical competence
- Discipline
- Communication skills
- Team compatibility and cooperation

If deficiencies are identified, a development plan shall be prepared.

6.4 Final Evaluation

At the end of the probationary period, the supervisor shall complete the Probationary Period Evaluation Form.

Decision Options:

- 1. Successful – Approval of Permanent Appointment**
- 2. Unsuitable – Termination of Employment**

6.5 Approval by the Directorate of Personnel Affairs

The evaluation results shall be reviewed by the Directorate of Personnel Affairs and submitted to the University Administration for approval.

6.6 Notification to the Employee

If the decision is unfavorable, the employee shall be notified in writing that their employment contract has been terminated. The notification shall be delivered to the employee in person.

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