

**Probation Period**

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*American University of Armenia*

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All AUA Employees are hired on probation. For this period as well an employment contract should be signed with them. The probation period generally lasts for three months unless a shorter period is specified in the employment contract. During the probation period the performance of the Employee and his/her overall correspondence to the position is evaluated.

In planning the work of the Employee during the probationary period, the Employee's supervisor shall review with the Employee his/her job responsibilities and assist the Employee to learn and perform his/her functions within the organization. The Employee's immediate supervisor shall evaluate the Employee's performance at the end of the probationary period and share with the HRM department the evaluation results.

AUA reserves the right to terminate the employment contract of an Employee prior to the end of the probationary period for unsatisfactory work or behavior. A three-day written prior notice should be provided by AUA for termination of the contract with an Employee who does not satisfy the AUA probation requirements.

In the case of transfer of an Employee to a new position, the Employee will not be required to serve another probation period.

**Related Documents**

**Probation Period Completion Form**