



Missouri Effective Practice Project Administrator's Idea



1. **Title of Idea** Valuable Information Gained During the Employee Probation Period
2. **Knowledge Domain** Health Services Administration
3. **Essential Service** Evaluate effectiveness, accessibility, and quality of personnel and population-based health services.
4. **Operational Definition** Maintain a competent public health workforce.
5. **Rationale for Idea** Hiring a new employee is one of the hardest parts of an administrator's job. It's basically a "coin flip." The time before an employee is hired may not be the most valid indicator of the quality of their work. The probation period is valuable in that it allows for evaluation of the employee's work ethic and skills.
6. **Provide a basic description of your administrator's idea. Include what is done when the idea is implemented, cost, how it is done, who should do it, how many staff are necessary, and where it may be implemented.**

Strategies and questions to ask during the probation period are:

 - Provide the employee the policies, deliverables, and tools and then "leave them alone."
 - Are they self-motivated and an independent learner?
 - How many questions do they ask and are they quality questions?
 - Public health is prevention and education. Do they personally and professionally believe in this message?
 - Do they demonstrate a level of confidence in what they are doing? Are they able to "sell" the idea of prevention and education to individuals and the community?

The probation period can be shortened if the employee is exceptional, extended if more time is needed to evaluate, or halted if employee's work is deemed unsatisfactory. The hiring process is a time when you collect information about a potential employee who meets minimal qualifications. However, higher level evaluation of that employee's skills should continue through the probation period to ensure the department has the highest quality staff.
7. **Name of LHD and contact information** Anonymous