

**U.S. DEPARTMENT OF
COMMERCE
Career Senior Executive Service

PROBATIONARY EMPLOYEE**

NAME:	OFFICE:
POSITION TITLE	PROBATIONARY PERIOD FROM: TO:

INSTRUCTIONS:

You, as the supervisor, are required to make a recommendation about whether the employee named above should be retained in the Senior Executive Service. **If you are going to recommend removal, notify the Office of Executive Resources and your Principal Human Resources Manager at least 60 days before the completion date of the employee's probationary period. Send this form directly to the Office of Executive Resources in the Office of the Secretary, HCHB Room 5108, after you have signed this form.**

The above named employee has been under my supervision while serving in a Senior Executive Service probationary period. I certify that the employee (check one):

_____ has performed at the level of excellence expected of a senior executive during the probationary period and has demonstrated successful performance of the following Executive Core Qualifications:

- ECQ 1 Leading Change
- ECQ 2 Leading People
- ECQ 3 Results Driven
- ECQ 4 Business Acumen
- ECQ 5 Building Coalitions/Communications

_____ has not performed at the level of excellence expected of a senior executive during the probationary period.

Therefore, I recommended that the employee:

_____ Be retained in the SES.

_____ Be removed from the SES. The basis for this decision and a description of all executive development activities undertaken by the employee are attached.

SIGNATURE OF IMMEDIATE SUPERVISOR	TITLE	DATE
SIGNATURE OF 2nd LINE SUPERVISOR (if applicable)	TITLE	DATE

CONCURRENCE:

SIGNATURE OF THE APPOINTING AUTHORITY

DATE