

## PROBATIONARY PERIOD APPRAISAL REPORT FOR SUPERVISOR/MANAGER

EMPLOYEE NAME		POSITION TITLE	GRADE
TYPE OF POSITION	<input type="checkbox"/> SUPERVISORY <input type="checkbox"/> MANAGERIAL <input type="checkbox"/> SUPERVISORY/MANAGERIAL	DATE PROBATION PERIOD BEGINS	DATE PROBATION PERIOD ENDS

**INSTRUCTIONS TO SUPERVISOR:** For each item below answer with the symbol that you consider accurate:

- (S) Means the employee meets the standard for this item.
- (U) Means the employee does not meet the standard for this item.
- (N) Means there has been no opportunity for the employee to perform this item.

### ITEMIZED REVIEW OF PERFORMANCE

Informs subordinate employee(s) of performance standards.		Utilizes highest skills of subordinates.	
Maintains records of subordinate employee(s) performance.		Meets deadlines.	
Initiates appropriate corrective measures when subordinate's performance is below standard.		Achieves performance objectives.	
Initiates timely and appropriate recognition of superior performance by subordinates.		Deals effectively with union officials.	
Adheres to GSA and OPM regulations.		Delegates authority necessary for subordinates to meet assigned responsibilities.	
Maintains safe work environment for subordinates.		Makes sound recommendations on policy issues.	
Provides opportunity for subordinates to develop higher skills.		Makes logical/sound decisions.	
Makes personnel decisions and recommendations on merit.		Establishes realistic and challenging program goals.	
Acts affirmatively to enhance equal employment opportunity.		Responds constructively under stress.	

REMARKS (Add any comments relevant to the employee's performance as a supervisor or manager.)

RECOMMENDATION		DECISION	
<input type="checkbox"/> I RECOMMEND THAT THE EMPLOYEE BE FOUND SUITABLE TO CONTINUE IN PRESENT DUTIES. <input type="checkbox"/> I RECOMMEND THAT THE EMPLOYEE BE RETURNED TO (Check one or both as appropriate) DUTIES: <input type="checkbox"/> NONSUPERVISORY <input type="checkbox"/> NONMANAGERIAL		<input type="checkbox"/> I CONCUR IN THE SUPERVISOR'S RECOMMENDATION. <input type="checkbox"/> I DO NOT CONCUR IN THE SUPERVISOR'S RECOMMENDATION.	
SUPERVISOR'S SIGNATURE	DATE	REVIEWING OFFICIAL SIGNATURE	DATE