

PROBATIONARY OR TRIAL PERIOD REPORT

TO
SERVICING HUMAN RESOURCES OFFICE

FROM

Instructions

The employee named below is serving a probationary or trial period. This "test" period is an extension of the examination process for Federal employment, during which the employee must demonstrate the capacity and fitness to be retained in the Federal service. The supervisor or manager of each employee serving a probationary or trial period must submit a signed statement certifying that the employee's performance and conduct have been found to be satisfactory or unsatisfactory and recommend whether the individual should be retained. The statement, which is provided by the supervisor to the SHRO, must be completed no later than one month prior to the end of the employee's probationary period.

1. Employee's Name

2. Probationary Period

Starts:

Ends:

3. Title, Series, Grade

4. Organization

Supervisor's Report (Check One)

- ☐ I have found the performance, conduct, and general traits of character of the employee named above to be satisfactory.
- ☐ I have found the performance, conduct, and general traits of character of the employee named above not to be satisfactory.

Supervisor's Recommendation (Check One)

- ☐ I recommend that the employee named above be retained beyond the expiration of the probationary or trial period.
- ☐ I recommend that the employee named above not be retained beyond the expiration of the probationary or trial period.

(Note: If you recommend the employee not be retained, notify the personnel office immediately)

Signature of the Supervisor

Date

Approvals as required
by applicable
delegations of
authority.

Signature

Title

Date

Submitting Office Number

Organization Code

Agency Code

Return completed form to your servicing Human Resources Office one month prior to the end of the employee's probationary period.