

PROBATIONARY PERIOD CERTIFICATION FOR
NEW SUPERVISORS AND MANAGERS

Name _____

Title/Series/Grade _____

Office or Division _____

Location _____

Dates of Probation: From _____ To _____

The above-named employee has completed at least 9 months of the supervisory or managerial probationary period. You are required to review the elements relating to supervisory/managerial performance in the employee's performance plan, decide upon a rating for these elements, and state whether the employee's performance in supervisory/managerial duties warrants retention in the position.

Please check the appropriate statement below and forward it through the appropriate channels to the servicing personnel office.

This employee's performance, based upon the elements concerning supervisory or managerial performance, warrants retention in the supervisory or managerial position beyond the probationary period.

This employee's performance, based upon the elements concerning supervisory or managerial performance, does not warrant this employee's retention in the supervisory or managerial position. This employee should be returned to a nonsupervisory or nonmanagerial position. I have identified this employee's deficiencies regarding critical element(s) of the position and have attached that information to this certification.

Signature of immediate supervisor of new supervisor/manager

Date _____