

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

Employee Name (Last, First, Middle Initial):		Date Issued:
Position Title, Office, and Bureau:		Probationary Period: From:
		To:
<p>In accordance with 5 CFR 317.503, agencies must assess the performance of new career Senior Executive Service (SES) appointees before the end of the probationary period and make an official determination that the appointee is performing at the level of excellence expected of a senior executive.</p> <p>An individual's initial appointment as an SES career appointee becomes final only after the individual has served a 1-year probationary period as a career appointee; there has been an assessment of the appointee's performance during the probationary period; and the appointing authority, or his/her designee, has certified that the appointee performed at the level of excellence expected of a senior executive during the probationary period.</p> <p>Please indicate below whether the employee identified above has performed at an acceptable level and should be retained as a career executive in the SES. <i>If you are going to recommend removal, notify the Office of Executive Resources and your Principal Human Resources Manager at least 90 days before the completion date of the employee's probationary period.</i></p>		
Supervisor's Certification		
<p>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):</p> <p style="margin-left: 40px;">has performed at the level of excellence expected of a senior executive during the probationary period and has demonstrated successful performance of the Executive Core Qualifications. Therefore, I recommend the employee be retained in the SES.</p> <p style="margin-left: 40px;">has not performed at the level of excellence expected of a senior executive during the probationary period. Therefore, I recommended the employee be removed from the SES. Reasons for this recommendation are provided below.</p>		
Reasons for recommendation of non-retention in the SES:		
Immediate Supervisor:	Second Line Supervisor (if applicable):	
Appointing Authority Concurrence:		