

U.S. DEPARTMENT OF AGRICULTURE  
**SENIOR EXECUTIVE SERVICE PROBATIONARY PERIOD CERTIFICATION**

<b>1. NAME (Last, First, MI)</b>	<b>2. SOCIAL SECURITY NUMBER</b>
<b>3. SES PAY</b>	<b>4. SUPPORTING DOCUMENTATION ATTACHED</b> <input type="checkbox"/> Yes <input type="checkbox"/> No
<b>5. DATE PROBATIONARY PERIOD BEGAN</b>	<b>6. DATE PROBATIONARY PERIOD ENDS</b>
<b>7. AGENCY, ORGANIZATION, DUTY STATION</b>	<b>8. POSITION TITLE, SERIES</b>

**SES PROBATIONARY PERIOD**

- ◆ 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.
- ◆ 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.

**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. Please indicate below whether or not the employee identified above has performed at an acceptable level and should be retained as a career executive in the SES.

**If you are going to recommend removal, notify the Office of Human Resources Management (OHRM), Executive Resources Management Division (ERMD) at least 60 days before the completion date of the employee's probationary period.** Please attach an interim rating on the SES Appraisal Record, and supporting documentation of the agency's conclusions as to the inadequacies of the probationer's performance or the basis for the removal action. Return the original of this form and attachments to ERMD after you have signed this form.

**9. SUPERVISOR'S CERTIFICATION:**

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. And should be retained in the SES.
- ECQ 1 Leading Change
  - ECQ 2 Leading People
  - ECQ 3 Results Driven
  - ECQ 4 Business Acumen
  - ECQ 5 Building Coalitions
- Has not performed at the level of excellence expected of a senior executive during the probationary period. Therefore, I recommend that the employee be removed from the SES. The supporting documentation of the agency's conclusions as to the inadequacies of the probationer's performance or the basis for the removal action are attached.

<b>10. SUPERVISOR NAME AND TITLE</b>	<b>11. OFFICE ADDRESS</b>	<b>12. SUPERVISOR'S SIGNATURE</b>	<b>13. DATE</b>
<b>14. REVIEWER NAME AND TITLE</b>	<b>15. OFFICE ADDRESS</b>	<b>16. REVIEWER'S SIGNATURE</b>	<b>17. DATE</b>
<b>18. APPOINTING OFFICIAL NAME</b>	<b>19. SIGNATURE OF APPOINTING OFFICIAL</b>		<b>20. DATE</b>

Disclaimer Statement: This form is used to document the Senior Executive Service probationary period.