

**U.S. DEPARTMENT OF ENERGY
PROBATIONARY PERIOD EVALUATION
FOR SUPERVISORS AND MANAGERS**
(See Reverse for Instructions)

Note: ALL EVALUATIONS COMPLETED DURING A SINGLE PROBATIONARY PERIOD MUST BE ATTACHED PRIOR TO FILING IN THE OFFICIAL PERSONNEL FOLDER.

1. Name:	2. Position title:	3. Grade and step:
4. Organization:	5. Period of evaluation:	6. Type of position: <input type="checkbox"/> Supervisory <input type="checkbox"/> Managerial

(To be completed by the evaluating official (first level supervisor).)

7. I hereby certify that I have discussed the attached performance requirements and standards with this employee and that I agree to periodically discuss his/her performance, skills, and abilities which may be deficient or which may be improved.

Name: _____
(Type or Print)

Signature: _____ Date: _____

(To be completed by the employee.)

8. I hereby certify that I have discussed the attached performance requirements and standards with my supervisor, and that I understand that retention in this position is contingent upon satisfactory completion of this period of probation.

Signature: _____ Date: _____

(To be completed by the evaluating official. Check applicable block.)

9. The subject employee has/ has not performed satisfactorily during his/her period of probation. I recommend that subject employee should/ should not be retained in the position following completion of this period.

Name: _____
(Type or Print)

Signature: _____ Date: _____

(To be completed by the reviewing official (second level supervisor). Check applicable block.)

10. I do/ do not concur in the above recommendation. Reasons for nonconcurrency and comments are attached.

Name: _____
(Type or Print)

Signature: _____ Date: _____

Step 1: By the Servicing Personnel Office.

When an employee is selected for a supervisory or managerial position, and the servicing personnel office determines that the employee will be required to serve a probationary period under the provisions of 5 U.S.C 3321, the servicing personnel office will complete sections 1 through 6 and will forward the form to the evaluating official.

Step 2: By the Evaluating Official (First Level Supervisor).

Arrange to discuss the performance requirements and standards with your subordinate and make sure that he/she understands exactly what is expected in this position. You should identify any specific training needs and arrange for appropriate supervisory or managerial training as promptly as possible. Following the discussion with your subordinate, complete section 7 and retain the form in your files until the tenth month of the probationary period or until such time as you will no longer be serving as the evaluating official, whichever occurs first.

Step 3: By the Employee.

Discuss the performance requirements and standards with your supervisor. These requirements and standards will be the basis on which satisfactory completion of your probationary period will rest. You should make sure that you understand exactly what is expected of you in this position and should inform your supervisor of any supervisory or managerial training you will require in order to meet the standards. Following this discussion, complete section 8 and give the form to your supervisor.

Step 4: By the Evaluating Official (First Level Supervisor).

Complete section 9 at the beginning of 10 months of the probationary period or when you are no longer going to serve as the probationer's first level supervisor. In the event that you do not recommend retention in the position, you should make sure that the probationer clearly understands why he/she has not met the performance standards which were established at the beginning of the probationary period.

Step 5: By the Reviewing Official (Second Level Supervisor).

Complete section 10 after the evaluating official has completed section 9. You should make sure that you clearly understand the performance requirements and standards, as well as the reasons for believing that the probationer has or has not met the standards. In the event that you do not concur in the evaluating official's recommendation, use attached sheets to show your reasons. In the event that there have been two or more evaluating officials during the period of probation all evaluations must be attached. Contact your servicing personnel office for the name of the individual to whom the form should be forwarded.

APPEAL AND REVIEW RIGHTS.

An employee is entitled to have his/her evaluation reviewed by the second level supervisor. In the event that the first level supervisor has not served in that capacity for more than one-half of the probationary period, that retention is not recommended, and that prior evaluations recommended retention, the employee is also entitled to a review by an official at a higher organizational level than the second level supervisor. If the employee alleges that his/her removal from a supervisory or managerial position was based on partisan political affiliation, prohibited discrimination, or marital status, the employee may appeal the action to the Merit Systems Protection Board or the Equal Employment Opportunity Commission, as appropriate. The removal action is not reviewable under DOE 3771.1, GRIEVANCE POLICY AND PROCEDURES.

PRIVACY ACT STATEMENT.

Authorities: Title 5, U.S.C. 3321; FPM chapter 315, subchapter 9; and DOE 3315.1.

The optional probationary period evaluation has one or more of the following uses:

1. To assess knowledges, skills, and abilities of employees.
2. To help improve individual performance.
3. To assist in recognizing employee accomplishments and good work.
4. To identify performance requirements and standards and to keep the employee and the supervisor aware of them.
5. To help to identify training needs.
6. To determine whether the employee should be retained in the position.

Providing the information and data is mandatory. Failure to complete all of the items may result in an incomplete evaluation and return to a nonmanagerial or nonsupervisory position at a grade lower than the one held as a manager or supervisor.