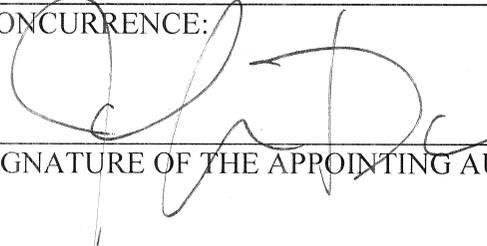


**U.S. DEPARTMENT OF
COMMERCE**
Career Senior Executive Service
PROBATIONARY EMPLOYEE

NAME: Jane Doe	OFFICE: Office of the Secretary
POSITION TITLE Deputy Chief Administrative Officer	PROBATIONARY PERIOD FROM: 1/1/2008 TO: 12/31/2008
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. If you are going to recommend removal, notify the Office of Executive Resources and your Principal Human Resources Manager at least 60 days before the completion date of the employee's probationary period. Send this form <u>directly</u> to the Office of Executive Resources in the Office of the Secretary, HCHB Room 5108, after you have signed this form.	
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): <input checked="" type="checkbox"/> 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: <ul style="list-style-type: none">• ECQ 1 Leading Change• ECQ 2 Leading People• ECQ 3 Results Driven• ECQ 4 Business Acumen• ECQ 5 Building Coalitions/Communications <input type="checkbox"/> has not performed at the level of excellence expected of a senior executive during the probationary period.	
Therefore, I recommended that the employee: <input checked="" type="checkbox"/> Be retained in the SES. <input type="checkbox"/> Be removed from the SES. The basis for this decision and a description of all executive development activities undertaken by the employee are attached.	
SIGNATURE OF IMMEDIATE SUPERVISOR John Doe	TITLE CFO/ASA DATE 2/1/2008
SIGNATURE OF 2 ND LINE SUPERVISOR (if applicable)	TITLE DATE

CONCURRENCE:


SIGNATURE OF THE APPOINTING AUTHORITY


DATE