



U. S. DEPARTMENT OF ENERGY

Career Senior Executive Service Probationary Period Certification Form

Instructions:

The supervisor is required to make a recommendation on determining if the career Senior Executive Service (SES) member is to be retained in the Senior Executive Service. If the recommendation is for removal, notify the Office of Executive Resources Services Division and your Program Administrative Officer at least 60 days prior to the completion of the probationary period. Please return this form to the Office of Executive Resources Services Division.

NAME:	OFFICE:	POSITION TITLE:	PROBATIONARY PERIOD: FROM: TO:
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The above-named employee has been under my supervision while serving in a probationary period as a Senior Executive (SES).

I certify that the employee:

Has performed at the level expected of a senior executive during the probationary period.

Has not performed at the level expected of a senior executive during the probationary period.

I recommend that the employee:

Be retained in the Senior Executive Service.

Be removed from the Senior Executive Service.
The basis for this decision and all supporting documentation is attached.

Signature of Immediate Supervisor / Title / Date

Signature of 2nd Line Supervisor / Title / Date (if applicable)

Signature of Appointing Authority / Title / Date