

U.S. DEPARTMENT OF AGRICULTURE <b>PROBATIONARY OR TRIAL PERIOD REPORT</b>			1. TYPE OF PERIOD EMPLOYEE IS SERVING:		
<b>IMPORTANT: THIS FORM IS DUE BACK TO THE PERSONNEL OFFICE NOT LATER THAN:</b>			<input type="checkbox"/> PROBATIONARY <input type="checkbox"/> TRIAL		
2. NAME		3. SOCIAL SECURITY NUMBER		4. PAY PLAN, OCCUP. SERIES AND GRADE	
5. OFFICIAL TITLE OF POSITION				6. PERIOD OF SERVICE COVERED BY REPORT	
				FROM	TO
7. AGENCY	8. ORGANIZATIONAL STRUCTURE CODE		9. OFFICIAL DUTY STATION		
10. TENURE GROUP		11. TYPE APPOINTMENT			
<b>FOR COMPLETION BY SUPERVISOR. PLEASE SEE REVERSE OF THIS FORM BEFORE COMPLETING THE FOLLOWING ITEMS.</b>					
12. INDICATE BY S, O, M, OR U WHETHER THE EMPLOYEE'S PERFORMANCE IS SATISFACTORY, OUTSTANDING, MARGINAL, OR UNSATISFACTORY IN THE CHARACTERISTICS LISTED BELOW:					
<b>I. PERFORMANCE</b>  Interest in Work _____      Productivity _____ Leadership _____      Quality of Work _____ Initiative _____      Self-Development _____ Dependability _____			<b>II. CONDUCT</b>  Attendance _____ Punctuality _____ General Department _____		
13. NARRATIVE STATEMENT. Give your appraisal of this employee's capacity for growth and potential development. (If necessary, use additional sheets and attach.)					
14. I CERTIFY THAT THE EMPLOYEE'S PERFORMANCE AND CONDUCT ARE: (Check One)			15. I RECOMMEND THAT THE EMPLOYEE BE: (Check One)		
A. <input type="checkbox"/> SATISFACTORY			A. <input type="checkbox"/> RETAINED IN PRESENT POSITION		
B. <input type="checkbox"/> UNSATISFACTORY			B. <input type="checkbox"/> SEPARATED FROM PRESENT POSITION		
16. IF YOU RECOMMEND THAT THE EMPLOYEE BE SEPARATED FROM PRESENT POSITION, PLEASE INDICATE ANY OTHER WORK IN THIS AGENCY FOR WHICH YOU BELIEVE THE EMPLOYEE MAY BE FITTED:					
17. SIGNATURE OF SUPERVISOR		18. TITLE		19. DATE	
20. SIGNATURE OF REVIEWING OFFICIAL		21. TITLE		22. DATE	

## PURPOSE OF PROBATIONARY OR TRIAL PERIOD REPORT

The probationary or trial period for USDA employees is the first year of continuous service with the Agency. The probationary or trial period is considered as a continuation of the examining process for an employee who is given a career-conditional or career appointment in the competitive service or a conditional or permanent appointment in the excepted service.

Performance on the job is the final test for a new employee. The probationary or trial period provides a method by which the Agency may separate without following the normal separation procedures those new

employees who lack fitness, or capacity to acquire fitness for permanent Government service.

Properly used, the probationary or trial period affords an opportunity for fostering the interest of the employee as well as that of USDA. Intelligent and considerate treatment during the period will often have a lasting effect on the career of the employee. It will often save for useful and efficient Federal service employees who would otherwise be separated, or be retained in positions in which they have little prospect of success.

## PURPOSE OF PROBATIONARY OR TRIAL PERIOD REPORT

1. During the probationary or trial period the supervisor shall (a) observe the employee's conduct and performance closely; (b) try to understand employee's problems and give proper guidance; and (c) study potentialities closely, and try to determine whether employee is suited for successful Government work.
2. If it becomes apparent after full and fair trial, that the employee's conduct or performance is not such for

satisfactory service, the supervisor shall initiate action to separate the employee by recommending separation from the present position.

3. Following the submission of Form AD-507, the supervisor shall continue to observe and appraise the employee, and report by memorandum any significant change which may occur before the end of the period, and which would affect the former appraisal or recommendation of the employee.

## INSTRUCTIONS FOR USE OF FORM

It is essential that the supervisor and other officials take the action indicated below ***promptly*** in order that personnel offices will have sufficient time to comply with requirements concerning change to lower grade and separations.

**SUPERVISOR.** Immediately upon receipt of Form AD-507 from the personnel office, the supervisor shall (1) complete Items 12 through 16 (2) sign and date the

report, and (3) forward it through the reviewing official to the personnel office by the date shown on the top of the form.

**REVIEWING OFFICIAL.** The Official to whom the report is referred en route to the personnel office shall (1) review and evaluate the report (2) request desired additional information from the supervisor, and (3) attach to the report any comments.