Supervisory or Managerial Probationary Period Report

U.S. Department of Housing and Urban Development

03659

Important: This form is due back to the Personnel Office no later than:

1. Social Security No.	2. Name (Last, First, Middle)	3. Probationary Period Served as (Check " one) ☐ Supervisor ☐ Manager ☐ Supervisor/Manager

4. Pay Plan	5. Occp.	6. Grade	7. Service Period Covered this Report	8. Official Position Title

9. Agency Code	10. Organizational Structure Code	11. Official Duty Station

12. Read the instructions on the back of the first copy of this form before you complete the following items.

To be completed by Supervisor. In the appropriate areas listed below under "Responsibilities", check (") whether the employee's performace is satisfactory or unsatisfactory.

A. Supervisory Probationary Period			B. Managerial Probationary Period		
Satis-factory	Unsatis-factory	Responsibilities	Satis-factory	Unsatis-factory	Responsibilities
☐	☐	1. Assigns, directs, and evaluates subordinates' work	☐	☐	1. Determines and sets program goals
☐	☐	2. Organizes and utilizes staff resources effectively	☐	☐	2. Formulates and/or influences HUD policies
☐	☐	3. Acomplishes work objectives	☐	☐	3. Effectively determines and allocates resources
☐	☐	4. Identifies and meets development needs of subordinates	☐	☐	4. Organizes and directs work
☐	☐	5. Recognizes and performs employee counseling	☐	☐	5. Accomplishes organizational affirmative action objectives
☐	☐	6. Maintains effective organizational climate	☐	☐	6. Evaluates program effectiveness
☐	☐	7. Adheres to HUD rules and regulations			
☐	☐	8. Accomplishes affirmative action objectives			

13. I certify that the employee has completed the required 40 hours of supervisory / managerial training.

☐ Yes ☐ No

14. A. ☐ I recommend that the employee be retained in a supervisory or managerial position.

14. B. ☐ I recommend that the employee be returned to a nonsupervisory or nonmanagerial position.

15. Write a narrative in the following space giving reasons for **not** retaining employee in supervisory or managerial position.

16. Supervisor's Signature		19. Reviewing Official's Signature	
17. Title	18. Date	20. Title	21. Date

Original to Official Personnel Folder / One copy each to Supervisor & Employee

form **HUD-25025** (4/92)

Sensitive Information: The information collected on this form is considered sensitive and is protected under the Privacy Act of 1974. This form must be maintained with appropriate administrative and physical safeguards to ensure its security and confidentiality. In addition, it should be protected against any threats to its security or integrity which could result in harm, embarassment, or inconvenience to any individual about whom the information is maintained.

Purpose of Supervisory / Managerial Probationary Period Report

The unique skills and abilities required of supervisors and managers cannot readily be taught or developed in other kinds of positions. Therefore, the probationary period is intended to bridge the gap by providing an opportunity to assess the new appointee's development on the job, and, if necessary, to return the employee to a nonsupervisory or nonmanagerial position more easily.

An employee who is removed from a supervisory or managerial position is entitled to be returned to a position in the Department of no lower grade and pay than the one the employee left to accept the supervisory or managerial position. This is a managerial right authorized by statute and, therefore, is not subject to negotiated grievance procedures or appeal rights.

Action During the Probationary Period

1. During the probationary period, the supervisor will observe the employee's conduct and performance closely and assess problems and give the employee the guidance necessary to successfully carry out the managerial or supervisory aspects of the position.

2. If it becomes apparent, after full and fair trial, that the employee's ability to perform supervisory and/or managerial functions is not satisfactory, the supervisor will initiate action to separate the employee from that position. For further guidance, contact the Employee Relations Branch or your servicing personnel office.

3. Following the submission of this form, the supervisor will continue to observe and appraise the employee and report to the Employee Relations Branch (or the servicing personnel office), any significant change which may occur before the end of the period and which would affect the prior appraisal of the employee or recommended action.

Instructions for Use of the Form

It is essential that the supervisor and other officials take the following actions promptly so that personnel offices will have sufficient time to comply with the requirements which return the employee to a nonsupervisory or nonmanagerial position.

Supervisor: As soon as you receive this form from the personnel office: complete items 12 through 15; sign and date the report; and forward it through the reviewing official to the personnel office by the date shown on the top of the form.

Reviewing Official: When this report is referred to you: review and evaluate the report; request additional information from the supervisor if needed; and attach to the report any comments you wish to make. After you have signed in block 19, please forward to the servicing personnel office through yuour administrative officer.