



Probationary Period Statement of Understanding

I, _____, as a new employee in the Clerk's Office of the United States Court of Appeals for Veterans Claim, understand that I must serve a period of probationary employment during my first year of service with the Court in my position as _____. The purpose of the probationary period is to provide an opportunity for the manager to evaluate whether the job and employee are a suitable match.

The probationary period provides me with time to gain familiarity with my new position, and as such, I understand that I am expected to show steady improvement in my performance during the initial part of the probationary period and thereafter demonstrate sustained fully acceptable performance. I also understand that I am expected always to exhibit high ethical standards of conduct to preserve the integrity and independence of the Court, and I will always display professional behavior in my interactions with other Court employees, government agencies, vendors and the public. I further understand that fully successful performance and professionalism are goals that continue beyond the completion of my probationary employment.

I understand that during the probationary period I may be terminated from employment without reference to the Court's Adverse Action Plan, if my performance and/or conduct is deficient or if I fail to demonstrate fully my qualifications for continued employment.

Signature of Appointee: _____ Date: _____

Signature of Personnel Officer: _____ Date: _____