



Research Recap

6 Tips for a Successful Probationary Period

Executive Order 14284, *Strengthening Probationary Periods in the Federal Service*, directs agencies to affirmatively certify continued employment would benefit the Federal service.

MSPB research provides tips for agencies to support probationers during and after this period.

Notify Applicants

1 Job candidates need to understand probationary requirements **before** they accept a federal position.



Establish Clear Expectations

4 Probationers need to understand what to do to succeed and the consequences for failing.



Set Performance Benchmarks

2 Agencies should discuss performance standards and set clear benchmarks for meeting them.



Provide Training

5 Agencies should provide relevant training during and after on-boarding.



Provide Feedback

3 Supervisors should regularly communicate with probationers about their performance.



Track Performance

6 Supervisors should document performance throughout the period to inform final decisions.

