



TRIAL PERIOD

STATEMENT OF UNDERSTANDING

The basic mission of the AO is to provide administrative, management, and program support to the federal courts and implement the policies of the Judicial Conference of the United States and support the Conference and its network of committees. The fundamental goals that embody the values and direction of the AO are Good Relations, Openness, Accountability & Achievement, Leadership, and Service.

I, _____, understand that I must serve a trial period which ends on _____. This trial period is the final, indispensable test of suitability for continued federal civilian employment. During this trial period, I must work successfully toward fulfilling the mission and goals of the AO in the performance of my duties; exhibit high ethical standards of conduct to preserve the integrity and independence of the judiciary; and display professional behavior in my interactions with other AO employees, courts officials and employees, other government agencies, vendors, and the public.

I understand that I may be terminated from employment if my performance and/or conduct is unacceptable, or if I engaged in improper conduct (e.g., falsification of application forms or other preappointment documents, nepotism, or other statutory violations) before this appointment. I have read the attached policy and fully understand the conditions of this trial period. Upon request, I may receive a copy of any of the AO's personnel policies that are published in the Human Resources Manual.

Signature of Appointee

Date

Human Resources Specialist

Date