

Sample Daily Observation Report

Trainee Name: _____

CTO Name _____

Date _____

RATING INSTRUCTIONS: Rate observed behavior with reference to scale below. Comment on the most and least satisfactory performance of the day. Comment on any behavior that you wish, but a specific comment is required on all ratings or "2" or less, and "6" and above. Check "N.O." box is that category was "Not Observed". If the trainee is not responding to training, check the box "N.R.T." and comment.

RATING SCALE

Not Acceptable by		Superior by	
CTO Program	Acceptable	CTO Program	
Standards	Level	Standards	
1 2 3	<4> 5	6 7	

Assignment or Reason for No Evaluation:

	1	2	3	4	5	6	7	N.O.	N.R.T.	APPEARANCE	TRAINING TIME
1.								[]	[]	1. General Appearance	_____
ATTITUDE											
2.								[]	[]	2. Acceptance of Feedback	_____
3.								[]	[]	3. Attitude regarding Telecom Work	_____
KNOWLEDGE											
4.								[]	[]	4. Of Dept. Policies/Procedures	_____
5.								[]	[]	5. Radio – Phones – 9-1-1	_____
6.								[]	[]	6. CAD	_____
7.								[]	[]	7. NCIC – computer systems	_____
PERFORMANCE											
8.								[]	[]	8. Telephone – normal conditions	_____
9.								[]	[]	9. Telephone – moderate-high stress	_____
10.								[]	[]	10. Information Gathering	_____
11.								[]	[]	11. Maps & Mapping	_____
12.								[]	[]	12. Completing forms/screens	_____
13.								[]	[]	13. Position perf. non/low stress	_____
14.								[]	[]	14. Position perf. Moderate/high stress	_____
15.								[]	[]	15 CAD performance – normal condition	_____
16.								[]	[]	16 CAD moderate and high stress	_____
17.								[]	[]	17 Control of conflict – voice command	_____
18.								[]	[]	18 Control of conflict(co-workers/citizen)	_____
19.								[]	[]	19 Problem solving – decision making	_____
20.								[]	[]	20. Radio – Procedure compliance	_____
21.								[]	[]	21. Radio – listen – comprehension	_____
22.								[]	[]	22. Clarity/articulation of transmission	_____
23.								[]	[]	23. Responder safety considerations	_____
RELATIONSHIPS											
24.								[]	[]	24. With Citizens in General	_____
25.								[]	[]	25. With Other Department Members	_____