DOR # _____

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 CTO Program Standards			Acceptable Level	Superior by CTO Program Standards		
1	**2**	**3**	**<4>**	**5**	**6**	**7**

Assignment or Reason for No Evaluation:

_____

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