

APPENDIX 6 Observation Report

(Form 3610A)

Building or work-site:

Observation of:

Assignment:

Date of observation:

Time observation began:

Time observation ended:

Date this observation report provided to employee:

Short Form Long Form

Reporting administrator's comments:

NOTE: It is the reporting administrator's responsibility to clearly note any performance deficiencies in the observation report. If any performance deficiencies are noted, at the supervisor's/observer's or employee's request, an informal plan to improve the employee's performance may be developed.

Employee's comments:

Reporting Administrator's Signature

Employee's Signature

My signature means that I have read and discussed this observation report with the reporting administrator.

c. Employee
Employee's Personnel File

File Ref: 3610A.FPO

9/02
Revised 9/05
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OHSD 201