**APPENDIX 8 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

9/02

Revised 9/05

Revised 4/08

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