

RU-Info IA Office Observation

Questions marked with an asterisk (*) are mandatory.

- 1 * Please complete this form for every IA that you do a phone observation on.

IA's name:

Supervisor's name:

Date and time:

- 2 * This IA is on:

- Good standing
 Pre-Verbal
 Verbal warning
 Written warning
 Probation

- 3 * If the IA is under a disciplinary action, please describe the offense(s) here. (If there is none, just write "None.")

- 4 * Does the IA consistently abide by the rules and policies of CIS?

- 5 * Please look at their **Comment Card** from dates 9/23/08 to 1/28/09. Give a general description of any trends displayed, repeated incidents, improvements, and anything that you feel is important to note (positive or negative).

- 6 * Do you feel that the IA has a recurring problem with either of these areas:

- Inappropriate Language in the Office
- Excessive Complaining
- Using Non-Office Related Material
- Non-Work Related Websites Up While on a Phone Call
- None
- Other, please specify

7 * Comments:
If the IA is on good standing, what are the weaknesses that they can work on? Please be specific, use examples and the Feedback Log.

