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| **INCIDENT PERSONNEL PERFORMANCE RATING (Dispatch)** | | | *INSTRUCTIONS:* The immediate job supervisor will prepare this form for each subordinate. It will be delivered to the Coordinator before the rater leaves. Rating will be reviewed with employee who will sign at the bottom. | | | | | | | | | | | | | | | | | | | | |
| THIS RATING IS TO BE USED ONLY FOR DETERMINING AN INDIVIDUAL’S PERFORMANCE | | | | | | | | | | | | | | | | | | | | | | | |
| 1. Name | | | | | | | 2. Fire Name and Number | | | | | | | | | | | | | | | | |
| 3. Home Unit (*address*) | | | | | | | 4. Location of Fire (*address*) | | | | | | | | | | | | | | | | |
| 5. Fire Position | 6. Date of Assignment  From:       To: | | | | | | | | | | 7. Acres Burned | | | | | | | 8. Fuel Type(s) | | | | | |
| 9. Evaluation | | | | | | | | | | | | | | | | | | | | | | | |
| Enter **X** under appropriate rating number and under proper heading for each category listed. Definition for each rating number follows:  0 – Deficient. Does not meet minimum requirements of the individual element  DEFICIENCIES MUST BE IDENTIFIED IN REMARKS.  1 – Needs to improve. Meets some or most of the requirements of the individual element.  IDENTIFY IMPROVEMENT NEEDED IN REMARKS.  2- Satisfactory. Employee meets all requirements of the individual element.  3- Superior. Employee consistently exceeds the performance requirements. | | | | | | | | | | | | | | | | | | | | | | | |
| Rating Factors | | | | Dispatch Recorder | | | | | Support Dispatcher | | | | | | Initial Attack Dispatcher | | | | | Aircraft Dispatcher | | | |
| 0 | 1 | 2 | | 3 | 0 | 1 | | 2 | 3 | | 0 | 1 | 2 | | 3 | 0 | 1 | 2 | 3 |
| Knowledge of the job | | | |  |  |  | |  |  |  | |  |  | |  |  |  | |  |  |  |  |  |
| Following procedures | | | |  |  |  | |  |  |  | |  |  | |  |  |  | |  |  |  |  |  |
| Completes work in a timely manner | | | |  |  |  | |  |  |  | |  |  | |  |  |  | |  |  |  |  |  |
| Work done properly | | | |  |  |  | |  |  |  | |  |  | |  |  |  | |  |  |  |  |  |
| Initiative | | | |  |  |  | |  |  |  | |  |  | |  |  |  | |  |  |  |  |  |
| Attitude | | | |  |  |  | |  |  |  | |  |  | |  |  |  | |  |  |  |  |  |
| Communications | | | |  |  |  | |  |  |  | |  |  | |  |  |  | |  |  |  |  |  |
| Getting along with others | | | |  |  |  | |  |  |  | |  |  | |  |  |  | |  |  |  |  |  |
| Service oriented | | | |  |  |  | |  |  |  | |  |  | |  |  |  | |  |  |  |  |  |
| Other (*specify*) | | | |  |  |  | |  |  |  | |  |  | |  |  |  | |  |  |  |  |  |
| 10. Remarks | | | | | | | | | | | | | | | | | | | | | | | |
| 11. Employee (*signature*) This rating has been discussed with me | | | | | | | | | | | | | | | | | | | | 12. Date | | | |
| 13. Rated by (*signature*) | | 14. Home Unit (*address*) | | | | | | | | | | | | 15. Position on Fire | | | | | | 16. Date | | | |