

Office of Spill Prevention and Response  
California Department of Fish & Game

# Task Book: Assessment Guide

Cadre: Planning

Organization: Planning Section

Position: Status/Check-In Recorder

Date: *August 2007*



**FEMA**

*Leading America to prepare for, prevent, respond to,  
and recover from disasters.*

## Position Task Book: Purpose

Position task books have been developed for positions within the FEMA Disaster Workforce. Each task book lists the essential tasks for the specific position.

Task books are designed to:

- Describe the tasks to be performed for a given position.
- Determine training needs of individual employees.
- Serve as a tool for promoting task-related performance feedback throughout a deployment.
- Record performance assessment data.

At the completion of a deployment, your supervisor will identify the tasks you were able to perform and the tasks needing improvement. Task books do **NOT** replace the standard performance appraisal process.

## Responsibilities

Listed below are the responsibilities associated with completion of this position task book.

The **Individual Employee** is responsible for:

- Reviewing and understanding instructions in this task book.
- Identifying desired objectives/goals related to the assigned tasks and subtasks.
- Providing background information to the supervisor.
- Demonstrating the ability to perform all tasks and subtasks for an assigned position.
- Working with the supervisor to improve performance as needed.

The **Supervisor** is responsible for:

- Being qualified and proficient in the position being evaluated or seeking technical assistance from someone who is qualified.
- Meeting with the individual employee and determining past experience, current qualifications, and desired objectives/goals.
- Reviewing task and subtask expectations with the individual employee.
- Explaining to the individual employee the evaluation procedures that will be used.
- Accurately evaluating and recording demonstrated performance of tasks and subtasks.
- Completing the evaluation record within this task book.
- Providing constructive feedback to the employee.
- Suggesting steps for improving performance as needed.

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FEMA Task Books are produced by the Emergency Management Institute (EMI).

For more information or to suggest changes, corrections, or improvements, please contact:

Emergency Management Institute  
National Emergency Training Center  
Emmitsburg, Maryland 21727  
\* ATTN: "Position Task Book"

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## Assessment Instructions

This task book is used to guide the performance assessment process. Onsite supervisory personnel will assess members of the Disaster Workforce cadres using this document and provide feedback. This assessment process is to document performance of required tasks and to identify development plans for improvement.

**Who Must Receive an Assessment?** All personnel, including permanent full-time employees, disaster assistance employees (DAEs), and core positions, must receive an assessment. The information gathered from this assessment process can be used to support the performance appraisal process.

### When Is Performance Assessed?

**Mandatory:** This assessment MUST be completed at the end of the deployment.

**Optional:** An interim assessment may be conducted when there is:

- A change in job title.
- A change in supervisor.
- Job performance indication that improvement is needed.
- An employee request for an assessment.

### How Is the Assessment Completed?

Review the tasks listed. These task lists should be used to help you collect performance information. To collect performance information, you should observe the employee. Make sure you have specific examples of the employee's strengths and weaknesses. Then, complete the assessment record as follows:

Insert the start and end dates of the assessment period.

Insert the employee's full name and disaster number.

**Assessment Record: Employee Common Tasks (Page 1 of 4)**

Assessment Period: Start Date \_\_\_\_/\_\_\_\_/\_\_\_\_ to End Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

Employee Name: \_\_\_\_\_ Disaster Number: \_\_\_\_\_

Task 1: Follow pre-deployment and check-in procedures.		Performed	Needs Improvement	N/A
1.1	Confirm availability in response to Deployment Support request.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1.2	Make travel arrangements through agency-designated travel agent.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1.3	Check in with Deployment Support staff upon arrival.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1.4	Check in with disaster supervisor for orientation.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Read each subtask and then check the appropriate box to indicate if this employee has performed it or if improvement is needed. Check N/A if the subtask was not required to be performed.

After each set of tasks, add comments on the employee's strengths and areas for improvement. It is recommended that you conduct a feedback session in order to:

- Highlight accomplishments and positive performance.
- Provide constructive feedback in areas that need further development.

Find a private location to conduct the session. During the feedback session, you may want to:

- Begin by asking the individual to comment on his or her strengths and weaknesses.
- Next, present a summary of the overall performance strengths demonstrated during the performance period.
- Then, review the assessment record and comments. Discuss the areas requiring performance improvement.
- Encourage the individual to make comments regarding the assessment.
- Finally, sign and date each section.

**Cadre: Planning**  
**Organization: Planning Section**  
**Position: Status/Check-In Recorder**

**Employee Common Tasks**

- Follow pre-deployment and check-in procedures.
- Follow check-out procedures.
- Complete ongoing administrative procedures.
- Establish and maintain positive and ethical behaviors during interpersonal, intra-agency, and interagency interactions.
- Help resolve problems/issues and make effective decisions.
- Prepare written reports and other documents.
- Communicate orally with others to exchange and clarify information.
- Exhibit an understanding of relevant safety and security procedures.

**Status/Check-In Recorder Position-Specific Tasks**

- Perform check-in process.
- Track and maintain information about incident resources.
- Assist Demobilization/Plans Support Unit Leader.
- Check out resources.
- Perform Check-in/Check-out functions

**Organization: Planning Section**  
**Position Title: Status/Check-In Recorder**

<b>Assessment Record: <u>Employee Common Tasks</u> (Page 1 of 4)</b>		<b>Performed</b>	<b>Needs Improvement</b>	<b>N/A</b>
<b>Assessment Period: Start Date</b> ___/___/___ <b>to End Date:</b> ___/___/___				
<b>Employee Name:</b> _____ <b>Disaster Number:</b> _____				
<b>Task 1: Follow pre-deployment and check-in procedures.</b>				
1.1	Confirm availability in response to Deployment Support request.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1.2	Make travel arrangements through agency-designated travel agent.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1.3	Check in with Deployment Support staff upon arrival.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1.4	Check in with disaster supervisor for orientation.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1.5	Complete check-in procedures at duty station to obtain additional information.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1.6	Complete appropriate waiver forms .	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1.7	Report to the Logistics Helpdesk to obtain requisition for accountable property and network access.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1.8	Obtain authorization for accountable property from supervisor.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1.9	Locate assigned workspace.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1.10	Pick up equipment (e.g., computer, phone) as required. ().	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1.11	Obtain pertinent information about the operation (about the disaster, Field Office (FO), facility safety and security).	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1.12	Review the task book for assigned position and clarify supervisor expectations as needed.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1.13	Display OSPR identification in the proper manner (i.e., wear badge above the waist).	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1.14	Demonstrate full and consistent compliance with all pre-deployment policies and check-in procedures.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Task 2: Follow check-out procedures.</b>				
2.1	Schedule debriefing session with supervisor to complete the task book assessment record and performance appraisal.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2.2	Submit final time and attendance (T&A) statement signed by supervisor.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2.3	Make return travel arrangements through agency-designated travel agent.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2.4	Prepare final travel voucher in coordination with the Cost Unit.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2.5	Return equipment for release.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2.6	Clear workstation and return supplies to Supply Unit.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2.7	Submit check-out form(s) with supporting documentation (e.g., task book assessment record, performance appraisal form) as instructed.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2.8	Check out through Deployment Support staff with required information (e.g., job completed, rotation).	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2.9	Demonstrate full and consistent compliance with all policies and check-out procedures.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Assessment Record: <u>Employee Common Tasks</u> (Page 2 of 4)		Performed	Needs Improvement	N/A
<b>Task 3: Complete ongoing administrative procedures.</b>				
3.1	Update Deployment Support and onsite supervisor with any changes in duty station, lodging, and/or emergency contact as needed.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3.2	Complete T&A reports and input into automated system or submit for processing (bi-weekly).	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3.3	Prepare travel voucher in coordination with the Cost Unit on a bi-weekly basis.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3.4	Get limited approvals (e.g., rental cars) renewed, as appropriate, on extended deployments.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3.5	Reconcile Government credit card account statements with approved travel vouchers in accordance with split-pay policy.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3.6	Demonstrate full and consistent compliance with all administrative procedures.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Task 4: Establish and maintain positive and ethical behaviors during interpersonal, intra-agency, and interagency interactions.</b>				
4.1	Maintain a high standard of ethics required of employees that is consistent with core values.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4.2	Demonstrate sensitivity to cultural diversity, race, gender, disabilities, and other individual differences in accordance with the nondiscrimination policy.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4.3	Take measures to safeguard confidential information and records.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4.4	Foster consensus building among coworkers, supervisors, and others.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4.5	Cultivate professional relationships with coworkers and others to exchange information and work effectively.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4.6	Handle differences/disputes with others in a positive, constructive manner.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4.7	Represent OSPR in a professional manner when working with internal and external parties.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4.8	Establish an effective rapport with individuals who are initially difficult, emotional, or distressed.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4.9	Relate effectively to people from varied backgrounds and different situations.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4.10	Comply with chain-of-command principles by operating within the established lines of authority.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4.11	Exhibit appropriate public stewardship of taxpayer dollars.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4.12	Complete tasks using time and resources effectively and efficiently (e.g., keep travel time to a minimum, obtain lodging that is appropriate to duty station).	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

**Organization: Planning Section**  
**Position Title: Status/Check-In Recorder**

<b>Assessment Record: <u>Employee Common Tasks</u> (Page 3 of 4)</b>		<b>Performed</b>	<b>Needs Improvement</b>	<b>N/A</b>
<b>Task 5: Help resolve problems/issues and make effective decisions.</b>				
5.1	Adapt behavior and work methods in response to new information, changing conditions, or unexpected obstacles.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5.2	Identify and analyze issues and problems.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5.3	Confer with coworkers, supervisor, and/or others as appropriate when making decisions.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5.4	Generate alternative solutions or strategies to address problems or needs.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5.5	Assess the impact of alternatives on the overall operation and work unit.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5.6	Recommend alternative solutions or strategies for addressing the problems/issues.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5.7	Contribute to group problem-solving efforts.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5.8	Implement group-derived solutions or strategies to address problems/issues.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5.9	.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5.10	Deal effectively with pressure; maintain focus and intensity and remain optimistic and persistent, even under adverse conditions.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5.11	Exercise good judgment by making sound, well-informed, and timely decisions.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Task 6: Prepare written reports and other documents.</b>				
6.1	Write documents using "plain English" that are well organized and appropriate for the intended audience.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6.2	Write clear and concise emails and other written documents.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6.3	Use email and other official modes of written communication for business purposes only.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6.4	Use computer software and programs required to support task performance.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6.5	Submit written documents through the proper channels.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6.6	Proofread written documents before submission to ensure correct grammar, spelling, and punctuation.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6.7	Produce reports using established formats and on required forms.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6.8	Develop written materials that are complete and accurate.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Task 7: Communicate orally with others to exchange and clarify information.</b>				
7.1	Share relevant information and/or developments with coworkers, as necessary.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7.2	Explain decisions, conclusions, findings, or recommendations to the appropriate person or group.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7.3	Attend meetings to obtain information for use in programs, or to inform management of program status.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7.4	Represent the cadre's role in a manner that promotes awareness of capabilities, services, and accomplishments.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

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Assessment Record: <u>Employee Common Tasks</u> (Page 4 of 4)		Performed	Needs Improvement	N/A
<b>Task 8: Exhibit an understanding of relevant safety and security procedures.</b>				
8.1	Provide for the safety, welfare, and accountability of coworkers during the entire period of deployment.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
8.2	Safeguard property and equipment.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
8.3	Communicate potentially hazardous situations to immediate supervisor or Safety Officer.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
8.4	Take necessary precautions when hazards exist.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
8.5	Protect personal information to prevent identity theft.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
8.6	Comply with mandatory Information Technology security procedures.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
8.7	Comply with the violence in the workplace policy.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

**Employee Common Tasks and Subtasks Comments**

Assessment Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

Supervisor: \_\_\_\_\_ Employee: \_\_\_\_\_



**Organization: Planning Section**  
**Position Title: Status/Check-In Recorder**

<b>Assessment Record: <u>Status/Check-In Recorder Position-Specific Tasks</u></b> <b>(Page 1 of 3)</b>		<b>Performed</b>	<b>Needs Improvement</b>	<b>N/A</b>
<b>Assessment Period: Start Date</b> ___/___/___ <b>to End Date:</b> ___/___/___				
<b>Employee Name:</b> _____ <b>Disaster Number:</b> _____				
<b>Task 1: Perform check-in process.</b>				
1.1	Check in commodities and equipment using current I Staging Area procedures; extract data required by the Resources Unit; and report check-in data ..	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1.2	Check in personnel and teams using the ICS 211, Check-In List; check in software, or as directed and report required information to the Resources Unit in accordance with the Plan.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1.3	Identify length of tour of duty.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1.4	Determine travel status information of all teams.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1.5	Collect additional check-in information required by human resources, security, and other sections in accordance with incident specific check-in lists provided by the Resources Unit, or as directed.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1.6	Demonstrate ability to use current incident automation software.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1.7	Input data accurately within established timeframes.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1.8	Troubleshoot data inconsistencies.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1.9	Provide information as requested.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1.10	Organize and file documents according to established procedures.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1.11	Complete forms within timeframes established by Resources Unit Leader.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1.12	Direct personnel checking in to supervisor or to Resources Unit for further instructions, or to HR in the case of self-deployment.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1.13	Verify that the employee has the correct task book that corresponds to the assigned position, or refer the employee to task book web site.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Task 2: Track and maintain information about incident resources.</b>				
2.1	Maintain status information using the ICS form 219, T cards, databases, tracking software, or manually, as appropriate to the scope of the incident and as directed by the Resources Unit Leader.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2.2	Brief Resources Unit Leader about status of resources prior to preparation of ICS Form 215.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2.3	Respond to requests as quickly as possible.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2.4	Process emergency requests promptly.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2.5	Display resource information according to established incident protocol.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Assessment Record: <u>Status/Check-In Recorder Position-Specific Tasks</u> (Page 2 of 3)	Performed	Needs Improvement	N/A
<b>Task 3: Assist Demobilization/Plans Support Unit Leader.</b>			
3.1 Transfer information from ICS Form 211, Check-In List, to ICS Form 221, Demobilization Checkout, for each resource according to incident protocol.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3.2 Generate reports as directed.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3.3 Identify the following information for each resource: request number; name of resource; position on incident; home agency; and transportation needed.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3.4 Prepare a list of scheduled releases.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3.5 Complete subject tasks within timeframe set by Demobilization/Plans Support Unit Leader.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3.6 Distribute information as instructed by Demobilization/Plans Support Unit Leader.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Task 4: Check out resources.</b>			
4.1 Instruct resources about demobilization process.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4.2 Provide and collect checkout forms.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4.3 Obtain travel information regarding travel time home or to next assigned location from all resources (estimated time of arrival (ETA), destination, estimated time of departure (ETD), remain overnight (RON), type of transportation, etc.) as directed.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4.4 Update status of resource using the ICS Form 219 (T cards), databases, or other tracking system as assigned.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Task 5: Perform Check-in/Check-out functions at a Operational Staging Area ()</b>			
5.1 Check in and check out all commodities, personnel, teams, and equipment using established procedures.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5.2 Organize and maintain check-in/check-out station, post signs to clearly identify the station, and ensure proper safety measures are in place.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5.3	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5.4	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Task 6: Perform other duties, as assigned.</b>			
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

**Organization: Planning Section**  
**Position Title: Status/Check-In Recorder**

**Assessment Record: Status/Check-In Recorder Position-Specific Tasks (Page 3 of 3)**

**Status/Check-In Recorder Position-Specific Tasks and Subtasks Comments**

**Assessment Date:** \_\_\_\_/\_\_\_\_/\_\_\_\_

**Supervisor:** \_\_\_\_\_ **Employee:** \_\_\_\_\_