

FOUR DAY POSITION EVALUATION

NAME: _____ POSITION: _____

WORKLOAD	COMPLEXITY	DATE (YYMMDD)				
		WX (IFR / VFR)				
L – LIGHT M – MODERATE H – HEAVY	R – ROUTINE O - OCCASIONALLY DIFFICULT M –MOSTLY DIFFICULT	WORKLOAD (L/M/H)				
		COMPLEXITY (R/O/M)				
		HRS / APPROACHES				
		TYPE (OJT/SIM)				
EVALUATION LEGEND: S=Satisfactory N/I=Needs Improvement U=Unsatisfactory N/A=Not applicable						
Job Task	Job Subtask	Day 1	Day 2	Day 3	Day 4	
A. Separation	1. Separation is ensured					
	2. Safety alerts are provided					
B. Control Judgment	1. Awareness is maintained					
	2. Good control judgement applied					
	3. Priority of duties is understood					
	4. Control actions correctly planned					
	5. Positive control of situation provided					
C. Traffic Management	1. Prompt action taken to correct errors					
	2. Effective traffic flow maintained					
	3. Aircraft identification maintained					
	4. Professional manner is maintained					
D. Operating Methods and Procedures	1. Flight strip postings complete / correct					
	2. Clearances complete / correct / timely					
	3. LOA's / LOP's / Directives adhered to					
	4. Navigational assistance is provided					
	5. Weather information is provided					
	6. Handoff procedures correct / timely					
E. Coordination and Communication	1. Traffic advisories correct / timely					
	2. Coordination thorough / timely					
	3. Communication is clear / concise					
	4. Makes necessary transmissions					
	5. Relief briefings complete and accurate					
F. Phraseology	1. Standard phraseology is adhered to					
	2. Voice quality / Speech rate					
G. Equipment	1. Equipment status information maintained					
	2. Computer entries correct					
	3. Adjustment of control display correct					
	4. Capabilities fully utilized / understood					
H. Other (Specify)	1.					
	2.					
I. Supervisor Only	1. Crew coordination / effectiveness					
	2. Ability to lead, motivate, supervise					
	3. Overall knowledge					

CREW OFFICER _____ FWO _____ BRANCH CHIEF _____ TRAINING CHIEF _____

