

# Field Operations Training Liaison Group

## Performance Analysis Worksheet

Please complete this form as accurate and specific as possible. This information will provide the Field Operations Training Liaison Group - FOTLG with the necessary information to better assist you in addressing your training needs.

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### Part 1. General Information

Your Name

Your e-mail address:

Your phone number:

Date of request:

What is your ideal date for completion?

Address where intervention will take place

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### Part 2. Job Title/Discrepancy

1. What is the job title of the person(s) whose performance is at issue?

2. Why is there an issue?

3. What is the actual performance at issue? i.e., what actually is happening.

4. What should the person(s) be doing?

3. Do they know what the desired performance is? Do they know what is expected of them?

Yes

No

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### Part 3. Performance/Skills

1. Do the person(s) know what the desired performance is?

Yes

No

I don't know

2. Do the person(s) know what is expected of them?

Yes

No

I don't know

3. Do the person(s) know how to do the job?

Yes

No

I don't know

4. How often do the person(s) do the job?

Always

Frequently

Never

I don't know

5. Do they have the skill to do the job?

Yes

No

I don't know

6. Could the person(s) do the job if they really had to?

Yes

No

I don't know

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### Part 4. Organizational Barriers

1. Do the person(s) get adequate and regular feedback on how they are performing?

2. Do the person(s) have the adequate resources to perform? If not, can you provide the needed resources?

3. Are there organizational barriers that prevent the person(s) from performing? If so, what are those barriers?

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### Part 5. Consequences

1. What are the consequences to the organization and/or person(s) to performing the job incorrectly?

2. What are the consequences to the organization and/or person(s) to performing the job correctly?

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## **Part 6. Additional Information**

Please provide any additional information you would like to share. Input the information in the block below.