Record Form for Supervisory Visit (CPI Field Pool)

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| --- |
| ***Please refer to the “Guidance Notes on the Completion of Record Form for Supervisory Visit” before completing this Form.*** |

|  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Name of field officer : |  | | | |  | | Post : |  | | |
| Name of supervisor : |  | | | |  | | Post : |  | | |
| Date/Time of supervisory visit : |  | | |  | | |  |  | | |
|  |  | to |  |  | |  | | |  |

**A. Details of establishments/living quarters visited:**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Survey** | **Serial no.** | **Enumeration result** (please tick the appropriate box) | | |
| Enumerated | Non-contacted | Others *(please specify)* |
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## B. Record of discussion after supervisory visit:

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| --- | --- |
| Date : |  |

Remarks, if any:

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**C. Observations on the field officer’s work performance:**

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| --- | --- | --- | --- | --- | --- | --- | --- |
|  |  |  | | | |  | |
|  |  | Merits observed / Areas for attention / Other remarks | | | No comment\* | | NA\* |
| 1. | Knowledge of work |  |  |  |  | |  |
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| 2. | Interviewing techniques |  |  |  |  | |  |
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| 3. | Tact in handling difficult interviews |  |  |  |  | |  |
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| 4. | Data recording / Map reading |  |  |  |  | |  |
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| 5. | Knowledge of local geography |  |  |  |  | |  |
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| 6. | Manner with the public attire |  |  |  |  | |  |
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| 7. | Judgment |  |  |  |  | |  |
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| 8. | Organisation of work |  |  |  |  | |  |
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| 9. | Others |  |  |  |  | |  |
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\* Please put a ✓ in the corresponding box if there is no comment on an aspect or an aspect is not applicable.