



Office of Training  
and Certification

# New Jersey Division of Fire Safety

## BASIC PRACTICAL SKILLS EXAMINATION REPORT

Skill sheet #

**FO2-2**

Certification title

**Fire Officer II**  
**HUMAN RESOURCE MANAGEMENT**  
**EVALUATE THE JOB PERFORMANCE OF ASSIGNED MEMBERS**

### Applicant Information

Candidate name

DFS ID #

Course #

### Evaluation

**Standard:**  
**NFPA 1021 2009 Edition**  
**5.2.2 & 5.2.3**

**Task**

Evaluate the job performance of assigned members so each member's performance is evaluated accurately and reported according to human resources policies and procedures; create a professional development plan so that member acquires knowledge, skills and abilities to be eligible for promotional examinations

**Conditions and Outcome**

Given an actual or simulated personnel records and evaluation forms the candidate shall be able to communicate verbally and in writing and also plan and conduct evaluations. **The candidate will complete this task with a minimum of 5 items answered correctly**

Number

**Task Steps**

**First Test**

**Retest #1**

**Retest #2**

		Pass	Fail	Pass	Fail	Pass	Fail
<b>1</b>	Evaluate each members performance accurately according to available information						
<b>2</b>	Document the performance appraisal rating assessments in a clear and legible fashion reasonably free from grammatical/spelling errors						
<b>3</b>	Explain the performance rating assessments to member in a clear concise manner						
<b>4</b>	Develop a written performance improvement plan, based on the substantiating documents, that serves to enhance member performance						
<b>5</b>	Process performance reports in accordance with applicable human resource policies and procedures						
<b>6</b>	Developed a professional development guide for employee's future goals and objectives.						
<b>Final Test Result for Entire Task</b>							

**Evaluator signature & comments, Test #1**

**Evaluator signature & comments, Retest #1**

**Evaluator signature & comments, Retest #2**

Evaluator signature

Date

Evaluator signature

Date

Evaluator signature

Date

**Candidate signature & acknowledgement, Test #1**

**Candidate signature & acknowledgement, Retest #1**

**Candidate signature & acknowledgement, Retest #2**

By my signature below I acknowledge I have read and understood the evaluation results and evaluator comments

By my signature below I acknowledge I have read and understood the evaluation results and evaluator comments

By my signature below I acknowledge I have read and understood the evaluation results and evaluator comments

Candidate signature

Date

Candidate signature

Date

Candidate signature

Date