



Office of Training
and Certification

New Jersey Division of Fire Safety

BASIC PRACTICAL SKILLS EXAMINATION REPORT

Skill sheet #

FO1-4

Certification title

Fire Officer I
HUMAN RESOURCE MANAGEMENT
RECOMMEND ACTION FOR A MEMBER-RELATED
PROBLEM

Applicant Information

Candidate name

DFS ID #

Course #

Evaluation

Standard:
NFPA 1021, 2009 Edition
4.2.4

Task

Recommend action for a member-related problem so that the situation is identified and the actions taken are within the established policies and procedures.

Conditions and Outcome

Given an actual or simulated member with a situation requiring assistance (*Examples include substance abuse; acute, chronic, and delayed stress; and health, financial, personal, family, and other situations that adversely affect a member's job performance.*) and a set of member assistance policies and procedures, the candidate shall be able to recommend course of action for a member-related problem **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
1	Conduct a conversation with subordinate in private						
2	Demonstrate a concerned, mature, responsible attitude toward unit member						
3	Properly identify member's problem situation						
4	Recommend proper course of action for member in need of assistance that complies with established policies and procedures						
5	Make appropriate written recommendation for further action						
6	Documentation is clear, concise, and reasonably free from spelling/grammatical errors						
Final Test Result for Entire Task							

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