



Office of Training
and Certification

New Jersey Division of Fire Safety

BASIC PRACTICAL SKILLS EXAMINATION REPORT

Skill sheet #

FO1-6

Certification title

Fire Officer I
HUMAN RESOURCE MANAGEMENT
COORDINATE THE COMPLETION OF TASKS AND
PROJECTS BY UNIT MEMBERS

Applicant Information

Candidate name

DFS ID #

Course #

Evaluation

Standard:
NFPA 1021, 2009 Edition
4.2.6

Task

Coordinate the completion of tasks and projects by unit members, so that the assignments are prioritized, a plan for the completion of each assignment is developed, and members are assigned to specific tasks and supervised during the completion of the assignments

Conditions and Outcome

Given an actual or simulated list of projects, tasks, and job requirements of subordinates the candidate shall demonstrate the ability to plan and to set priorities while coordinating the completion of assigned tasks and projects by unit members. **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	Develop a plan for completion of subordinate member's assigned projects and tasks that is clear and concise based on scenario given						
2	. Set priorities for subordinate member's assigned projects and tasks						
3	Assign subordinate member(s) to specific tasks						
4	Provide adequate supervision to subordinate member(s) during the completion of their assignments						
5	Ensure effective use of personnel and/or equipment						
6	Establish safety measures appropriate to scenario						
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

