



Office of Training
and Certification

New Jersey Division of Fire Safety

BASIC PRACTICAL SKILLS EXAMINATION REPORT

Skill sheet #

FO1-5

Certification title

Fire Officer I
HUMAN RESOURCE MANAGEMENT
APPLY HUMAN RESOURCE POLICIES AND PROCEDURES

Applicant Information

Candidate name

DFS ID #

Course #

Evaluation

Standard:
NFPA 1021, 2009 Edition
4.2.5

Task

Apply human resource policies and procedures so that policies and procedures are followed.

Conditions and Outcome

Given an actual or simulated administrative situation requiring action and a set of policies and procedures The candidate shall be able to communicate verbally and in writing and to relate interpersonally while applying human resource policies and procedures for members requiring assistance. *(Examples include transfers, promotions, compensation/member benefits, sick leave, vacation, commendations, disciplinary actions, grievances, and so on.)*

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 conversation with unit member in private						
2	Properly identify the member's issue						
3	Relate to unit member in a caring, mature, and responsible manner						
4	Recommend proper course of action for unit member based on scenario						
5	Prepare written recommendation for further action appropriate to scenario						
6	Apply applicable human resource policies and procedures in accordance with established policy and procedural criteria						
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