



Office of Training  
and Certification

# New Jersey Division of Fire Safety

## BASIC PRACTICAL SKILLS EXAMINATION REPORT

Skill sheet #

**FO1-3**

Certification Title

**Fire Officer 1**

***HUMAN RESOURCE MANAGEMENT  
DIRECT UNIT MEMBERS DURING A TRAINING  
EVOLUTION***

### Applicant Information

Candidate name

DFS ID #

Course #

### Evaluation

**Standard:**  
**NFPA 1021, 2020 Edition**  
**4.2.3**

**Task**

Direct unit members during a training evolution so that the evolution is performed in accordance with safety plans, efficiently, and as directed

**Conditions and Outcome**

Given an actual or simulated company training evolution and training policies and procedures, the candidate shall be able to issue guided directions to unit members during a training evolution. **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** Communicate clear, concise, and understandable directions to unit members during training evolution(s).

**2** Conduct evolutions in a safe manner.

**3** Ensure compliance with applicable policies, procedures, and practices.

**4** Maximize learning by anticipating needs or problems.

**5** Address improper methods or mistakes and correct promptly (if applicable).

**6** Complete evolution appropriately according to scenario and applicable policies, procedures, and practices.

### 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