New Jersey Division of Fire Safety
PRACTICAL SKILLS EXAMINATION REPORT

Office of Training and Certification

Skill Sheet #	Certification title
FO3-5	**Fire Officer 3** **HUMAN RESOURCE MANAGEMENT** ***EMPLOYEE BENEFITS***

Applicant Information		
Candidate name	DFS ID #	Course #

Evaluation

Standard: **NFPA 1021, 2020 Edition** **6.2.5**	**Task** Develop a proposal for improving an employee benefit, so that adequate information is included to justify the requested benefit improvement.
	Conditions and Outcome Given a need in the organization, the candidate shall develop a proposal for improving an employee benefit in which the candidate conducts research and communicates it orally or in writing **The candidate will complete this task with a minimum of 3 items answered correctly**

Number	Task Steps	First Test		Retest #1		Retest #2	
		Pass	Fail	Pass	Fail	Pass	Fail
1	Determine the need within the organization for improving an employee benefit via appropriate dialog with department personnel						
2	Establish a funding source for the employee benefit that is being developed or improved.						
3	Develop a proposal with adequate information to justify the requested benefit improvement.						
4	Provide appropriate documentation to organization members on the approval or denial for the improvement of the requested benefit						
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