



Office of Training
and Certification

New Jersey Division of Fire Safety

PRACTICAL SKILLS EXAMINATION REPORT

Skill Sheet #

FO4-4

Certification title

Fire Officer 4
HUMAN RESOURCE MANAGEMENT
MEMBER ASSISTANCE PROGRAM

Applicant Information

Candidate name

DFS ID #

Course #

Evaluation

Standard:
NFPA 1021,
2020 Edition
7.2.4

Task

Appraise the employee assistance program (EAP), given data, so that the program, when used, produces stated program outcomes.

Conditions and Outcome

Given policies and procedures; available assistance programs; contractual agreements; and local, state/provincial, and federal regulations, the students shall demonstrate the ability to communicate, to relate interpersonally to members / employees, and to analyze the needs and results.

The candidate will complete this task with a minimum of 4 items answered correctly

Number

Task Steps

First Test

Retest #1

Retest #2

Pass

Fail

Pass

Fail

Pass

Fail

1 Identify an evaluation method used for appraisal.

2 Identify EAP utilization.

3 Provide a description of the EAP.

4 Identify goals of the EAP.

5 Provide a summary of the EAP, including data, findings, conclusion, and recommendation(s).

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