New Jersey Division of Fire Safety
PRACTICAL SKILLS EXAMINATION REPORT

Office of Training and Certification

Skill Sheet #	Certification title	
FO4-12		**Fire Officer 4** **ADMINISTRATION** *SUCCESSION PLANNING*

Applicant Information

Candidate name	DFS ID #	Course #

Evaluation

Standard: **NFPA 1021,** **2020 Edition** **7.4.5**	**Task** Develop a succession plan, given department resources, policies, and procedures, so that the future needs of the department are met.
	Conditions and Outcome Given strategic planning, member demographics, recruitment, and retention, the student shall demonstrate the ability to identify employees with abilities and desire for potential promotion, to conduct personnel needs assessment, to effectively communicate the department's requirements for advancement, and to plan future hiring processes to meet the needs of the department to fill future vacancies. **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 and implement an annual employee evaluation system.						
2	Establish clear job descriptions identifying needed educational and experience objectives for each position.						
3	Develop training program for supervisors dealing with the identification of employees with potential for future promotion.						
4	Establish departmental guidelines for a fair and open mentoring program.						
5	Develop guidelines for the training of subordinate staff through the delegation of supervisory tasks.						
6	Establish and educate all employees on the requirements of the department's promotional evaluation system.						
	Final Test Result for Entire Task						
	Continued on next page						

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

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Approved by NJ SME Committee 06/15/2021.