



Office of Training
and Certification

New Jersey Division of Fire Safety

BASIC PRACTICAL SKILLS EXAMINATION REPORT

Skill sheet #

FO2-2

Certification title

Fire Officer 2

HUMAN RESOURCE MANAGEMENT

EVALUATE THE JOB PERFORMANCE OF ASSIGNED MEMBERS

Applicant Information

Candidate name

DFS ID #

Course #

Evaluation

Standard:
NFPA 1021 2020 Edition
5.2.2 & 5.2.3

Task

Evaluate the job performance of assigned members so each member's performance is evaluated accurately and reported according to human resources policies, procedures and practices; create a professional development plan so that member acquires knowledge, skills and abilities to be eligible for promotional examinations

Conditions and Outcome

Given an actual or simulated personnel records and evaluation forms the candidate shall be able to communicate verbally and in writing and also plan and conduct evaluations. **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	Evaluate each members performance accurately according to available information						
2	Document the performance appraisal rating assessments in a clear and legible fashion reasonably free from grammatical/spelling errors						
3	Explain the performance rating assessments / expectations to member in a clear concise manner						
4	Develop a written performance improvement plan, based on the substantiating documents, that serves to enhance member performance						
5	Process performance reports in accordance with applicable human resource policies, procedures and practices.						
6	Develop a professional development guide for employee's future goals and objectives.						
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