New Jersey Division of Fire Safety
BASIC PRACTICAL SKILLS EXAMINATION REPORT

Office of Training and Certification

Skill sheet #	Certification title
FO2-1	**Fire Officer 2** **HUMAN RESOURCE MANAGEMENT** *COUNSEL MEMBER, CORRECT PERFORMANCE*

Applicant Information

Candidate name	DFS ID #	Course #

Evaluation

Standard:
NFPA 1021 2020 Edition
5.2.1

Task

Initiate action to maximize member performance and/or to correct unacceptable performance so that member and/or unit performance improves or the issue is referred to the next level of supervision

Conditions and Outcome

Given an actual or simulated member performance scenario and human resource policies, procedures and/or practices, the candidate shall be able to communicate verbally and in writing, to solve problems and to counsel member. **The candidate will complete this task with a minimum of 6 items answered correctly**

Number	Task Steps	First Test		Retest #1		Retest #2	
		Pass	Fail	Pass	Fail	Pass	Fail
1	Adequately describe the nature of the problem to the member						
2	Explain the appropriate level of performance expected from the member						
3	Develop appropriate action(s) to correct unacceptable performance						
4	Clearly communicate the corrective action to the member						
5	Ensure action taken complies with appropriate human resource policies, procedures or guidelines						
6	Complete a clear and concise written report, reasonably free of grammatical/spelling errors to document the problem and action taken						
7	Refer issue to next level of supervision (if required)						
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