



Office of Training
and Certification

New Jersey Division of Fire Safety

PRACTICAL SKILLS EXAMINATION REPORT

Skill Sheet #

FO3-2

Certification title

Fire Officer 3
HUMAN RESOURCE MANAGEMENT
DEVELOP PROCEDURES FOR HIRING PROCESS

Applicant Information

Candidate name

DFS ID #

Course #

Evaluation

Standard:
NFPA 1021, 2020 Edition
6.2.2

Task

Develop procedures for hiring members so that the process is valid and reliable.

Conditions and Outcome

Given policies of the AHJ and legal requirements, the candidate shall create, revise, or establish procedures for hiring members in which the candidate relates interpersonally and communicates orally or in writing.

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	Develop or revise job description and job announcement						
2	Identify and justify criteria used to evaluate job applicants						
3	Prescribe physical agility test and relative information associated to testing						
4	Develop a reading or reference list applicable to the hiring procedure						
5	Develop a means for developing or acquiring a written examination						
6	Develop or acquire a series of oral interview evaluation questions with scoring instrument						
7	Develop a method for evaluation, ranking and selection						
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

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Approved by NJ SME Committee 06/15/2021.