

 Office of Training and Certification	<h1 style="text-align: center;">New Jersey Division of Fire Safety</h1> <h2 style="text-align: center;">BASIC PRACTICAL SKILLS EXAMINATION REPORT</h2>						
	Skill sheet # FO1-2	Certification title Fire Officer 1 HUMAN RESOURCE MANAGEMENT ASSIGN TASKS OR RESPONSIBILITIES TO UNIT MEMBERS DURING NON-EMERGENCY OPERATIONS					
Applicant Information							
Candidate name				DFS ID #		Course #	
Evaluation							
Standard: NFPA 1021, 2020 Edition 4.2.2 & 4.2.6		Task Assign tasks or responsibilities to unit members during non-emergency operations at a station or other work location so that the instructions are priorities, complete, clear, and concise; safety considerations are addressed; and the desired outcomes are conveyed					
		Conditions and Outcome Given an assignment during actual or simulated non-emergency conditions at a work location, the candidate shall be able to issue instructions for frequently assigned tasks to unit members during non-emergency operations based on department policy. 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	Issue written instructions to members for frequently assigned tasks using policies, procedures, and practices.						
2	Prioritize instructions to unit members in a manner that is complete, clear, and concise.						
3	Ensure safety considerations are addressed for scenario given						
4	Communicate orders and desired outcomes to unit members appropriate to scenario						
5	Ensure orders and outcomes are understood by unit members						
6	Utilize personnel and/or equipment in an efficient manner.						
7	Establish safety measures for appropriate to the scenario.						
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		