



Office of Training
and Certification

New Jersey Division of Fire Safety

PRACTICAL SKILLS EXAMINATION REPORT

Skill Sheet #

FO3-6

Certification title

Fire Officer 3
HUMAN RESOURCE MANAGEMENT
PLAN FOR EMPLOYEE ACCOMMODATION

Applicant Information

Candidate name

DFS ID #

Course #

Evaluation

Standard:
NFPA 1021, 2020 Edition
6.2.6

Task

Develop a plan for providing an employee accommodation, so that adequate information is included to justify the requested change(s).

Conditions and Outcome

Given an employee need, the requirements, and applicable law, the candidate shall develop a plan for providing an employee accommodation in which the candidate conducts research and communicates the plan orally and in writing.

The candidate will complete this task with a minimum of 4 items answered correctly

Number	Task Steps	First Test		Retest #1		Retest #2	
		Pass	Fail	Pass	Fail	Pass	Fail
1	Identify a concern or issue related to reasonable accommodations						
2	Research laws, regulations, policies, and procedures to ensure current accommodations comply with federal employee accommodation requirements						
3	Develop a plan for providing employee accommodations should the conducted research indicate that the organization does not comply with federal employee accommodation requirements.						
4	Disseminate acquired information on appropriate employee accommodations to members of the organization orally or in written form						
5	Design evaluation tool to collect information appropriate to assess results of accommodations						
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