



Office of Training
and Certification

New Jersey Division of Fire Safety

PRACTICAL SKILLS EXAMINATION REPORT

Skill Sheet #

FO3-1

Certification title

Fire Officer 3
HUMAN RESOURCE MANAGEMENT
PERSONNEL ASSIGNMENTS

Applicant Information

Candidate name

DFS ID #

Course #

Evaluation

Standard:
NFPA 1021, 2020 Edition
6.2.1

Task

Establish personnel assignments to maximize efficiency, given knowledge, training, and experience of members.

Conditions and Outcome

Given a fire department's policies, procedures, practices, appropriate administrative tools (computer, pen, pencils, paper, etc.) and the knowledge, training and experience of available members the candidate will prepare duty/shift rosters. The candidate will write a narrative report of how and why personnel were selected for assignment positions. **The candidate will complete this task with a minimum of 3 items answered correctly**

Number	Task Steps	First Test		Retest #1		Retest #2	
		Pass	Fail	Pass	Fail	Pass	Fail
1	Describes department policies and procedures pertaining to assignments						
2	Develops personnel assignment roster for department						
3	Reason for selecting individuals for assignment						
4	Recommends solutions for providing additional service with existing personnel						
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

Form DFS-SS-1 04/2021

Approved by NJ SME Committee 06/15/2021.