



Office of Training
and Certification

New Jersey Division of Fire Safety

PRACTICAL SKILLS EXAMINATION REPORT

Skill Sheet #

FO3-3

Certification title

Fire Officer 3
HUMAN RESOURCE MANAGEMENT
DEVELOP PROCEDURES FOR PROMOTIONAL
PROCESS

Applicant Information

Candidate name

DFS ID #

Course #

Evaluation

Standard:
NFPA 1021, 2020 Edition
6.2.3

Task

Develop procedures and programs for promoting members, given applicable policies and legal requirements, so that the process is valid and reliable, job-related, and nondiscriminatory.

Conditions and Outcome

Given knowledge, training, and experience of department members, the candidate shall develop procedures and programs for promoting members in which the candidate relates interpersonally and communicates orally or in writing.

The candidate will complete this task with a minimum of 5 items answered correctly

Number	Task Steps	First Test		Retest #1		Retest #2	
		Pass	Fail	Pass	Fail	Pass	Fail
1	Develop educational and certification requirements						
2	Develop job announcement for promotional opportunity						
3	Develop application screening process						
4	Develop examination process that validates member's ability to perform in the promotable position						
5	Develop interview process for promoting members that is valid and reliable						
6	Develop a method for evaluation, and a ranking process						
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