



Office of Training
and Certification

New Jersey Division of Fire Safety

PRACTICAL SKILLS EXAMINATION REPORT

Skill Sheet #

FO4-2

Certification title

Fire Officer 4
HUMAN RESOURCE MANAGEMENT
MEMBER/MANAGEMENT RELATIONS PROGRAM

Applicant Information

Candidate name

DFS ID #

Course #

Evaluation

Standard:
NFPA 1021,
2020 Edition
7.2.2

Task

Initiate the development of a program, given current member/management relations, so that a positive and participative member/management program exists.

Conditions and Outcome

Given policies and procedures; contractual agreements; local, State / Provincial, and Federal regulations, the student shall demonstrate the ability to communicate, to negotiate, to analyze the current status of member relations, to relate interpersonally, to analyze the current member/management relations, and to conduct program implantation.

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	Identify methods of evaluating member/management relations, citing data sources used for evaluation.						
2	Assess data and facts.						
3	Identify corrective action plan process.						
4	Identify a time for corrective action and follow-up.						
5	Develop a summary of findings.						
6	Present orally or in writing, the summary of findings.						
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.