



Office of Training  
and Certification

# New Jersey Division of Fire Safety

## *PRACTICAL SKILLS EXAMINATION REPORT*

Skill Sheet #

**FO4-4**

Certification title

**Fire Officer 4**  
**HUMAN RESOURCE MANAGEMENT**  
**MEMBER ASSISTANCE PROGRAM**

### Applicant Information

Candidate name

DFS ID #

Course #

### Evaluation

**Standard:**  
**NFPA 1021,**  
**2020 Edition**  
**7.2.4**

**Task**

Appraise the employee assistance program (EAP), given data, so that the program, when used, produces stated program outcomes.

**Conditions and Outcome**

Given policies and procedures; available assistance programs; contractual agreements; and local, state/provincial, and federal regulations, the students shall demonstrate the ability to communicate, to relate interpersonally to members / employees, and to analyze the needs and results.

**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
<b>1</b>	Identify an evaluation method used for appraisal.						
<b>2</b>	Identify EAP utilization.						
<b>3</b>	Provide a description of the EAP.						
<b>4</b>	Identify goals of the EAP.						
<b>5</b>	Provide a summary of the EAP, including data, findings, conclusion, and recommendation(s).						
<b>Final Test Result for Entire Task</b>							

Evaluator signature & comments, Test #1		Evaluator signature & comments, Retest #1		Evaluator signature & comments, Retest #2	
Evaluator signature	Date	Evaluator signature	Date	Evaluator signature	Date
<b>Candidate signature &amp; acknowledgement, Test #1</b>		<b>Candidate signature &amp; acknowledgement, Retest #1</b>		<b>Candidate signature &amp; acknowledgement, Retest #2</b>	
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.