



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