



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                                            |            |      |           |      |           |      |
| <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 |
| 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.