

 Office of Training and Certification	<h1 style="text-align: center;">New Jersey Division of Fire Safety</h1> <h2 style="text-align: center;"><i>PRACTICAL SKILLS EXAMINATION REPORT</i></h2>	
	Skill Sheet #  <b>FO4-1</b>	Certification title  <b>Fire Officer 4</b> <b>HUMAN RESOURCE MANAGEMENT</b> <b><i>HUMAN RESOURCE DEMOGRAPHICS APPRAISAL</i></b>

Applicant Information							
Candidate name				DFS ID #		Course #	
Evaluation							
<b>Standard:</b> <b>NFPA 1021,</b> <b>2020 Edition</b> <b>7.2.1</b>		<b>Task</b> Appraise the department's human resource demographics, given appropriate community demographic data, so that the recruitment, selection, and placement of human resources is effective and consistent with law and current best practices.					
		<b>Conditions and Outcome</b> Given policies and procedures; local, State/Provincial, and Federal regulations; community demographics; community issues; and formal and informal community, the student will demonstrate the ability to communicate, to relate interpersonally, to delegate authority, to analyze issues, and to solve problems.					
		<b>The candidate will complete this task with a minimum of 6 items answered correctly</b>					
Number	Task Steps	First Test		Retest #1		Retest #2	
		Pass	Fail	Pass	Fail	Pass	Fail
1	Identify applicable laws and standards.						
2	Identify community demographics.						
3	Complete an evaluation of demographics and practices.						
4	Identify SWOT (Strengths, Weakness, Opportunities, Threats).						
5	Identify needs for possible corrective action.						
6	Identify time frame for action and re-evaluation.						
7	Delegate authority as needed for resolution.						
8	Develop and present an executive summary of findings.						
<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