

**5.2 Human Resource Management
5.2.1 Human Resource Management
Standard Area: Human Resource Management**

Candidate: _____

Successful

ID#: _____

Unsuccessful

Date: _____

1021-JPR-12

Standard: 5.2.1 NFPA 1021, 2014 Edition
Task: Initiate actions to maximize member performance and/or to correct unacceptable performance, given human resource policies and procedures, so that member and/or unit performance improves or the issue is referred to the next level of supervision.
Performance Outcome: The Candidate will assume the role of company officer supervising four firefighters at a fire substation. One of the firefighters, a new father, was late twice last month. Each time he has provided a reasonable cause for his tardiness and called in before the shift began to alert the company. No official action has yet been taken. Today, the firefighter was late again. Again, some corrective action. The action taken is entirely up to the Candidate but is required to correct unacceptable performance so that performance improves or the issue is referred to the next officer in the chain of command. Actions taken must be reasonable, defensible, and in accordance with human resources policies and procedures. Candidate will inform the firefighter of the action taken and make a written report for purposes of documentation.
Condition: Given actual or simulated member performance scenario and applicable human resource policies and procedures. A member will act as a subordinate firefighter. Job description, personnel records/forms, paper, pen, pencil, and/or computer will be provided as necessary.
Equipment Required: Member to act as Subordinate Firefighter. Applicable Human Resource Policies and Procedures. Paper, Pen/pencil, Computer if applicable.

No.	TASK STEPS	TEST	
		Successful	Unsuccessful
1.	Adequately describe to the Firefighter the nature of the problem.		
2.	Clearly explain the level of performance that is expected from a member.		
3.	Develop an appropriate course of action to correct unacceptable performance.		
4.	Explain to the member of the corrective action to be taken.		
5.	Follow human resources policies, procedures, or guidelines.		
6.	Complete a written report documenting the problem and action taken.		

Evaluator/Candidate Comments: _____

Candidate (print and sign)

Date

Evaluator (print and sign)

Date

**5.2 Human Resource Management
5.2.1 Human Resource Management
Standard Area: Human Resource Management**

Candidate: _____ Successful
 ID#: _____ Unsuccessful
 Date: _____ 1021-JPR-12-A

Team Members

Standard: 5.2.1 NFPA 1021, 2014 Edition
Task: Initiate actions to maximize member performance and/or to correct unacceptable performance, given human resource policies and procedures, so that member and/or unit performance improves or the issue is referred to the next level of supervision.
Performance Outcome: The Candidate will assume the role of company officer supervising four firefighters at a fire substation. One of the firefighters, a new father, was late twice last month. Each time he has provided a reasonable cause for his tardiness and called in before the shift began to alert the company. No official action has yet been taken. Today, the firefighter was late again. Again, some corrective action. The action taken is entirely up to the Candidate but is required to correct unacceptable performance so that performance improves or the issue is referred to the next officer in the chain of command. Actions taken must be reasonable, defensible, and in accordance with human resources policies and procedures. Candidate will inform the firefighter of the action taken and make a written report for purposes of documentation.
Condition: The Candidate will complete all elements of the assigned task.
Equipment Required: Member to act as Subordinate Firefighter. Applicable Human Resource Policies and Procedures. Paper, Pen/pencil, Computer if applicable.

No.	TASK STEPS	TEST	
		Successful	Unsuccessful
1.	Adequately describe to the team members the nature of the problem.		
2.	Clearly explain the level of performance that is expected from the team members.		
3.	Develop an appropriate course of action to correct unacceptable performance.		
4.	Explain to the team members of the corrective action to be taken.		
5.	Follow human resources policies, procedures, or guidelines.		
6.	Complete a written report documenting the problem and action taken.		

Evaluator/Candidate Comments: _____

 Candidate (print and sign)

 Date

 Evaluator (print and sign)

 Date

**5.2 Human Resource Management
5.2.2 Human Resource Management
Standard Area: Human Resource Management**

Candidate: _____

Successful

ID#: _____

Unsuccessful

Date: _____

1021-JPR-13

Standard: 5.2.2 NFPA 1021, 2014 Edition
Task: Evaluate the job performance of assigned members, given personnel records and evaluation forms, so each member's performance is evaluated accurately and reported according to human resource policies and procedures.
Performance Outcome: The Candidate will assume the role of a company officer conducting a job performance evaluation of an assigned subordinate member. Using department and human resource policies and procedures, personnel records/forms, and job description, conduct a performance evaluation interview and make a written report.
Conditions: The Candidate will complete all elements of the assigned task.
Equipment Required: Person (classmates, volunteers, others) to act as Subordinate Member. Job Description, Personnel records/forms, Departmental and Human Resource Policies and Procedures. Paper and Pen/pencil. Computer if applicable.

No.	TASK STEPS	TEST	
		Successful	Unsuccessful
1.	Gather all available performance information prior to evaluating.		
2.	Follow applicable policies/procedures and maintain privacy.		
3.	Evaluate each member's performance accurately according to available information		
4.	Measure employee performance against the written job description.		
5.	Plan the evaluation interview as a tool to enhance performance.		
6.	Communicate the performance appraisal rating assessments in writing		
7.	Communicate the performance appraisal rating assessments in a clear, concise, understandable manner		
8.	Use Positive and negative documentation utilized to support evaluation		
9.	Develop a written performance improvement plan to enhance member performance		
10.	Process performance reports in accordance with applicable human resource policies and procedures		

Evaluator/Candidate Comments: _____

Candidate (print and sign)

Date

Evaluator (print and sign)

Date

**5.2 Human Resource Management
5.2.3 Human Resource Management
Standard Area: Human Resource Management**

Candidate: _____ Successful
 ID#: _____ Unsuccessful
 Date: _____ 1021-JPR-14

Standard: 5.2.3 NFPA 1021, 2014 Edition
Task: Create a professional development plan for a member of the organization, given the requirements for promotion, so that the individual acquires the necessary knowledge, skills, and abilities to be eligible for the examination for the position.
Performance Outcome: The Candidate will create a written career development plan for a subordinate, which outlines the necessary knowledge, skills, abilities, and certifications that must be obtain in order to become eligible and prepared for a promotion (to Engineer, Lieutenant, etc.). The written career development plan shall include timelines for meeting milestones, and shall set mentoring and job shadowing guidelines. The written career development plan shall be presented to the subordinate, discussed, and implemented.
Conditions: The Candidate will complete all elements of the assigned task.
Equipment Required: Person (classmates, volunteers, others) to act as Subordinate Member. Job Description, Departmental and Human Resource Policies and Procedures. Paper and Pen/pencil. Computer if applicable.

No.	TASK STEPS	TEST	
		Successful	Unsuccessful
1.	Gather information about the job requirements for the promotional position.		
2.	Determine, with the subordinate, future goals, plans, wishes, etc.		
3.	Evaluate the member's current knowledge, skills, and abilities accurately according to available information		
4.	Create a written professional development plan that includes the knowledge, skills and abilities to meet the requirements of the position.		
5.	Communicate the plan to the member in a clear, concise, understandable manner while maintaining the members privacy		
6.	Ensure development plan is in accordance with applicable department human resource policies and procedures		
7.	Plan includes timelines, milestones, establishes mentoring and job shadowing guidelines		

Evaluator/Candidate Comments: _____

Candidate (print and sign)

Date

Evaluator (print and sign)

Date

**5.3 Community and Government Relations
5.3.1 Community and Government Relations
Standard Area: Community and Government Relations**

Candidate: _____

Successful

ID#: _____

Unsuccessful

Date: _____

1021-JPR-15

Standard: 5.3.1 NFPA 1021, 2014 Edition
Task: Explain the benefits to the organization of cooperating with allied organizations, given a specific problem or issue in the community, so that the purpose for establishing external agency relationships is clearly explained.
Performance Outcome: The Candidate shall develop a written proposal to implement an interagency program with an allied organization that identifies and addresses a specific problem or issue within the community, and how it affects the missions and goals of both agencies. The plan shall be presented to senior officers.
Conditions: The Candidate will complete all elements of the assigned task.
Equipment Required: The Candidate will utilize an AHJ specific issue that is provided to them by the training officer or senior officer. Paper and Pen/pencil. Computer if applicable.

No.	TASK STEPS	TEST	
		Successful	Unsuccessful
1.	Gather all available information prior to evaluating the problem or issue		
2.	Identify the specific problem or issue accurately according to available information		
3.	Develop a proposed solution to the problem or issue in writing		
4.	Communicate the need for establishing external agency relationships in a clear, concise, understandable manner		
5.	Describe the benefits to the organization of cooperating with allied organizations		
6.	Ensure proposed solution is in accordance with applicable department policies, procedures, mission, and goals		
7.	Describe the costs and benefits of the proposed program.		

Evaluator/Candidate Comments: _____

Candidate (print and sign)

Date

Evaluator (print and sign)

Date

**5.4 Administration
5.4.1 Administration
Standard Area: Administration**

Candidate: _____

Successful

ID#: _____

Unsuccessful

Date: _____

1021-JPR-16

Standard: 5.4.1 NFPA 1021, 2014 Edition
Task: Develop a policy or procedure, given an assignment, so that the recommended policy or procedure identifies the problem and proposes a solution.
Performance Outcome: The Candidate will create a written document containing a recommendation to senior officer(s). Given an existing problem, propose a change to a policy or procedure in accordance with departmental goals to solve a problem.
Conditions: Given actual or simulated established specifications.
Equipment Required: Description of Existing Problem. Paper, Pen/pencil, Computer if applicable.

No.	TASK STEPS	TEST	
		Successful	Unsuccessful
1.	Identify the problem correctly		
2.	Establish the need for policy or procedure change		
3.	Develop a proposed solution to accomplish the needed changes		
4.	Utilize effective format for proposal writing.		
5.	Direct the written proposal to the appropriate person(s).		
6.	Describes cost and benefits of proposed change.		

Evaluator/Candidate Comments: _____

Candidate (print and sign)

Date

Evaluator (print and sign)

Date

**5.4 Administration
5.4.2 Administration
Standard Area: Administration**

Candidate: _____ Successful
 ID#: _____ Unsuccessful
 Date: _____ 1021-JPR-17

Standard: 5.4.2 NFPA 1021, 2014 Edition
Task: Develop a project or divisional budget, given schedules, and guidelines concerning its preparation, so that capital, operating, and personnel costs are determined and justified.
Performance Outcome: The Candidate will prepare a budget in the proper format and accompanied by supporting data for a department project. Candidate will use department records, policies, procedures or guidelines to develop the project budget.
Conditions: The candidate will complete all elements of the assigned task.
Equipment Required: Pen/pencil, computer if applicable. Budget forms and potential revenue sources. Budget policies and procedures. Reference data to be gathered by Candidate.

No.	TASK STEPS	TEST	
		Successful	Unsuccessful
1.	Make a written budget proposal for the appropriate person.		
2.	Prepare the project or divisional written budget request in a proper format (include specifications, descriptions, catalog numbers, etc.)		
3.	Justify the need for the budget request with supporting data and cost vs. benefit		
4.	Suggest a source of revenue to support request		
5.	Prepare a written request that is clear, concise, understandable, and free of spelling/grammatical errors		
6.	Follow the department's policies, procedures or guidelines.		

Evaluator/Candidate Comments: _____

Candidate (print and sign)

Date

Evaluator (print and sign)

Date

**5.4 Administration
5.4.3 Administration
Standard Area: Administration**

Candidate: _____

Successful

ID#: _____

Unsuccessful

Date: _____

1021-JPR-18

Standard: 5.4.3 NFPA 1021, 2014 Edition
Task: Describe the process of purchasing, including soliciting and awarding bids, given established specifications, in order to ensure competitive bidding.
Performance Outcome: The candidate will describe the process of purchasing, including soliciting and awarding bids, for a predetermined product with established specifications. Candidate will ensure competitive bidding is used and entire process is documented.
Conditions: The Candidate will complete all elements of the assigned task.
Equipment Required: Pen/pencil, computer if applicable. Purchasing forms and purchasing policies and procedures. Reference data to be gathered by Candidate.

No.	TASK STEPS	TEST	
		Successful	Unsuccessful
1.	Gather all applicable information before beginning.		
2.	Describe the process of soliciting for bids both verbally and in writing.		
3.	Describe the process of awarding bids both verbally and in writing.		
4.	Describe the process of purchasing both verbally and in writing.		
5.	Ensure competitive bidding is utilized.		
6.	Utilize clear and concise written communication.		

Evaluator/Candidate Comments: _____

Candidate (print and sign)

Date

Evaluator (print and sign)

Date

**5.4 Administration
5.4.4 Administration
Standard Area: Administration**

Candidate: _____

Successful

ID#: _____

Unsuccessful

Date: _____

1021-JPR-19

Standard: 5.4.4 NFPA 1021, 2014 Edition
Task: Prepare a news release, given an event or topic, so that the information is accurate and formatted correctly.
Performance Outcome: The Candidate will prepare a news release for a specific even or topic. Candidate will utilize proper format and communicate the message clearly and accurately.
Conditions: The Candidate will complete all elements of the assigned task.
Equipment Required: News release policies and procedures. Event or topic. Pen/pencil and paper, computer if applicable.

No.	TASK STEPS	TEST	
		Successful	Unsuccessful
1.	Gather all applicable information before beginning.		
2.	Create a written news release.		
3.	Utilize proper news release format.		
4.	Follow applicable policies and procedures.		
5.	Communicate effectively in writing.		
6.	Produce a clear and effective message.		

Evaluator/Candidate Comments: _____

Candidate (print and sign)

Date

Evaluator (print and sign)

Date

**5.4 Administration
5.4.5 Administration
Standard Area: Administration**

Candidate: _____

Successful

ID#: _____

Unsuccessful

Date: _____

1021-JPR-20

Standard: 5.4.5 NFPA 1021, 2014 Edition
Task: Prepare a concise report for transmittal to a supervisor, given fire department record(s) and a specific request for details such as trends, variances, or other related topics.
Performance Outcome: The Candidate will answer a specific request for information regarding trends, variances, or other related topics from a supervisor. Candidate will use department records from which to gather information to create a written report to transmit to the Supervisor.
Conditions: The Candidate will complete all elements of the assigned task.
Equipment Required: Specific request for information from a supervisor. Fire department records, information management system, or data processing system. Paper, pen/pencil, computer if applicable.

No.	TASK STEPS	TEST	
		Successful	Unsuccessful
1.	Properly access and interpret reference data.		
2.	Create a written report for transmittal to the supervisor.		
3.	Directly answer the specific request for information.		
4.	Use an appropriate report format.		
5.	Utilize clear and concise written communication.		
6.	Correctly analyze and interpret reference data.		

Evaluator/Candidate Comments: _____

Candidate (print and sign)

Date

Evaluator (print and sign)

Date

**5.4 Administration
5.4.6 Administration
Standard Area: Administration**

Candidate: _____

Successful

ID#: _____

Unsuccessful

Date: _____

1021-JPR-21

Standard: 5.4.6 NFPA 1021, 2014 Edition
Task: Develop a plan to accomplish change in the organization, given an agency's change of policy or procedures, so that the effective change is implemented in a positive manner.
Performance Outcome: Given a newly approved policy, SOP, or procedure, the Candidate shall plan and implement the change within the agency. The change will reflect the intent of management and have the least intrusive impact as possible.
Conditions: The Candidate will complete all elements of the assigned task.
Equipment Required: The Candidate will be provided a new policy, SOP, or procedure by the training officer or senior officer. The same policy developed in JPR #3 may be used. Paper and Pen/pencil. Computer if applicable.

No.	TASK STEPS	TEST	
		Successful	Unsuccessful
1.	Gather all applicable information and establish a valid reason for the change		
2.	Establish a means for open lines of communication to keep members involved in the process		
3.	Establish a means for member's ideas to be considered		
4.	Create a written plan for implementation of the change.		
5.	Identify potential obstacles to change and identify possible solutions		
6.	Disseminate and reinforce the need for the change to applicable personnel.		
7.	Implement the change.		
8.	Training and documentation of acknowledgment of all affected personnel.		
9.	Followed applicable policies and procedures.		

Evaluator/Candidate Comments: _____

Candidate (print and sign)

Date

Evaluator (print and sign)

Date

**5.5 Inspection and Investigation
5.5.2 Inspection and Investigation
Standard Area: Inspection and Investigation**

Candidate: _____ Successful
 ID#: _____ Unsuccessful
 Date: _____ 1021-JPR-22

Standard: 5.5.1 NFPA 1021, 2014 Edition
Task: Determine the point of origin and preliminary cause of a fire, given a fire scene, photographs, diagrams, pertinent data and/or sketches, to determine if arson is suspected.
Performance Outcome: The candidate will be given a real or simulated fire incident scene. The candidate will determine the point of origin and identify a preliminary fire cause, using photographs, diagrams, pertinent data and/or sketches. Candidate will determine if arson is suspected. Candidate will document preliminary investigation procedures and results.
Conditions: The candidate will complete all elements of the assigned task.
Equipment Required: Real or simulated fire incident scene with materials necessary to create the proper environment. Applicable reports or witness statement forms. Photographs, diagrams, pertinent data and/or sketches. Paper, pen/pencil, computer if applicable.

No.	TASK STEPS	TEST	
		Successful	Unsuccessful
1.	Utilize all sources of incident information available.		
2.	Using deductive reasoning determine point of origin.		
3.	Using deductive reasoning identify a preliminary cause of the fire.		
4.	Use appropriate investigation techniques.		
5.	Document the procedure and results of preliminary investigation.		
6.	Include all pertinent data with the preliminary investigation report.		

Evaluator/Candidate Comments: _____

Candidate (print and sign)

Date

Evaluator (print and sign)

Date

**5.6 Emergency Service Delivery
5.6.1 Emergency Service Delivery
Standard Area: Emergency Service Delivery**

Candidate: _____ Successful
 ID#: _____ Unsuccessful
 Date: _____ 1021-JPR-23

HAZMAT

Standard: 5.6.1 NFPA 1021, 2014 Edition
Task: Produce operational plans, given an emergency incident requiring multi-unit operations, the current edition of NFPA 1600 and AHJ-approved safety procedures, so that required resources and their assignments are obtained and plans carried out in compliance with NFPA 1600 and approved safety procedures resulting in the mitigation of the incident.
Performance Outcome: The candidate shall be able to implement an incident management system, to communicate verbally, to supervise and account for assigned personnel under emergency conditions, and to serve in command staff and unit supervision positions within the Incident Management System
Conditions: Given an actual or simulated hazardous materials incident.
Equipment Required: One (1) hazardous materials incident scenario and one (1) multi-unit emergency scenario including type of incident, size-up information, and assigned resources. Policies and procedures, pen/pencil, and paper. Personnel accountability system components. Computer if applicable.

No.	TASK STEPS	TEST	
		Successful	Unsuccessful
1.	Implement an incident management system applicable to the incident's complexity and management needs		
2.	Develop an incident action plan that accounts for the incident priorities and establishes strategic objectives		
3.	Identify resource requirements for successful control of the incident		
4.	Communicate incident assignments in a clear, concise, and understandable manner		
5.	Address necessary safety precautions and implement a personnel accountability system		
6.	Supervise assigned personnel under emergency conditions in a safe and efficient manner		
7.	Account for assigned personnel and their activities while operating under emergency conditions		

Evaluator/Candidate Comments: _____

Candidate (print and sign)

Date

Evaluator (print and sign)

Date

**5.6 Emergency Service Delivery
5.6.1 Emergency Service Delivery
Standard Area: Emergency Service Delivery**

Candidate: _____ Successful
 ID#: _____ Unsuccessful
 Date: _____ 1021-JPR-24

Emergency

Standard: 5.6.1 NFPA 1021, 2014 Edition
Task: Produce operational plans, given an emergency incident requiring multi-unit operations, the current edition of NFPA 1600 and AHJ-approved safety procedures, so that required resources and their assignments are obtained and plans carried out in compliance with NFPA 1600 and approved safety procedures resulting in the mitigation of the incident.
Performance Outcome: The candidate shall be able to implement an incident management system, to communicate verbally, to supervise and account for assigned personnel under emergency conditions, and to serve in command staff and unit supervision positions within the Incident Management System
Conditions: Given an actual or simulated emergency incident requiring multi-unit operations.
Equipment Required: One (1) hazardous materials incident scenario and one (1) multi-unit emergency scenario including type of incident, size-up information, and assigned resources. Policies and procedures, pen/pencil, and paper. Personnel accountability system components. Computer if applicable.

No.	TASK STEPS	TEST	
		Successful	Unsuccessful
1.	Implement an incident management system applicable to the incident's complexity and management needs		
2.	Develop an incident action plan that accounts for the incident priorities and establishes strategic objectives		
3.	Identify resource requirements for successful control of the incident		
4.	Communicate incident assignments in a clear, concise, and understandable manner		
5.	Address necessary safety precautions and implement a personnel accountability system		
6.	Supervise assigned personnel under emergency conditions in a safe and efficient manner		
7.	Account for assigned personnel and their activities while operating under emergency conditions		

Evaluator/Candidate Comments: _____

Candidate (print and sign)

Date

Evaluator (print and sign)

Date

**5.6 Emergency Service Delivery
5.6.2 Emergency Service Delivery
Standard Area: Emergency Service Delivery**

Candidate: _____ Successful
 ID#: _____ Unsuccessful
 Date: _____ 1021-JPR-25

Standard: 5.6.2 NFPA 1021, 2014 Edition
Task: Develop and conduct a post-incident analysis, given multi-unit incident and post-incident analysis policies, procedures, and forms, so that all required critical elements are identified and communicated and the approved forms are completed and processed.
Performance Outcome: Candidate will conduct a post-incident analysis, given a multi-unit incident scenario. Candidate must be able to analyze the elements of a post-incident analysis, identify all of the required critical elements, complete approved forms, and communicate verbally and in writing their findings.
Conditions: Given multi-unit incident and post-incident analysis policies, procedures, and forms.
Equipment Required: Emergency multi-unit incident scenario including type of incident, size-up information, and assigned resources. Policies and procedures. Pen/pencil and paper. Necessary forms and reports. Personnel accountability system components. Computer, if applicable.

No.	TASK STEPS	TEST	
		Successful	Unsuccessful
1.	Gather information from the multi-unit incident/scenario.		
2.	Analyze policies, procedures, guidelines and forms.		
3.	Identify critical elements of a post-incident analysis.		
4.	Complete approved forms.		
5.	Communicate effectively using both verbal and written methods.		
6.	Follow applicable policies and procedures		

Evaluator/Candidate Comments: _____

 Candidate (print and sign)

 Date

 Evaluator (print and sign)

 Date

**5.6 Emergency Service Delivery
5.6.3 Emergency Service Delivery
Standard Area: Emergency Service Delivery**

Candidate: _____ Successful
 ID#: _____ Unsuccessful
 Date: _____ 1021-JPR-26

Standard: 5.6.3 NFPA 1021, 2014 Edition
Task: Prepare a written report, given incident reporting data from the jurisdiction, so that the major causes for service demands are identified for various planning areas within the service area of the organization.
Performance Outcome: The Candidate shall analyze the provided data, and present a written report that summarizes the findings to a senior officer within the agency. The report must identify major causes for service demands within various planning areas within the jurisdiction.
Conditions: Given incident reporting data from the jurisdiction.
Equipment Required: The Candidate will be provided data from the agency records, information management system, data processing system, or incident reporting system. Paper, pen/pencil, computer if applicable.

No.	TASK STEPS	TEST	
		Successful	Unsuccessful
1.	Analyze the data.		
2.	Determine the major causes for service demands within the planning area(s).		
3.	Prepare a written report outlining the major causes for service demands.		
4.	Effectively present the report to senior officer(s).		

Evaluator/Candidate Comments: _____

 Candidate (print and sign) Date

 Evaluator (print and sign) Date

**5.7 Emergency Service Delivery
5.7.1 Emergency Service Delivery
Standard Area: Emergency Service Delivery**

Candidate: _____ Successful
 ID#: _____ Unsuccessful
 Date: _____ 1021-JPR-27

Standard: 5.7.1 NFPA 1021, 2014 Edition
Task: Analyze a member's accident, injury, or health exposure history, given the case study, so that a report is prepared for a supervisor and includes action taken and recommendations given.
Performance Outcome: The Candidate will examine a case study of a member's accident injury, or health exposure and prepare a written report for a supervisor. Report will identify unsafe environments and behaviours, document action taken, and make recommendations to prevent reoccurrence.
Conditions: Given an actual or simulated case study.
Equipment Required: Case Study described above. Pen/pencil and paper. Health and safety policies and procedures. Injury/Illness reports. Computer, if applicable.

No.	TASK STEPS	TEST	
		Successful	Unsuccessful
1.	Analyze all contributing factors in the injury, occupational illness or death.		
2.	Prepare a clear and concise written report that communicates you finding to the appropriate supervisor.		
3.	Include all contributing factors in the report based on case study information		
4.	Identify unsafe work environment and/or behaviour.		
5.	Document actions taken in response to illness, injury, or exposure.		
6.	Provide recommendations to prevent reoccurrence.		

Evaluator/Candidate Comments: _____

Candidate (print and sign)

Date

Evaluator (print and sign)

Date