



Candidate: \_\_\_\_\_

Successful

Evaluator: \_\_\_\_\_

Unsuccessful

Date: \_\_\_\_\_

**1021-PRODUCT-05**

|                             |   |
|-----------------------------|---|
| <b>Standard:</b>            | NFPA 1021 – 2020 edition – 4.2.5  |
| <b>Task:</b>                | Apply human resource policies and procedures.   |
| <b>Performance Outcome:</b> | Policies and procedures are followed.   |
| <b>Conditions:</b>          | Given an administrative situation requiring action.   |
| <b>Candidate Directive:</b> | “Using the scenario provided, determine the best course of action following policies and procedures.” |

| NO. | TASK STEPS                                      | CRITERIA  |   |   |  | Points |
|-----|---|---|---|---|--|--------|
|     |   | 4   | 3   | 2   | 1  |        |
| 2   | Course of action followed policies & procedures | Action completely aligned with policies or procedures | Action mostly aligned with policies or procedures | Action somewhat aligned with policies or procedures | Action did not align with policies or procedures |        |

**Evaluator/Candidate Comments:**

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\_\_\_\_\_  
**Candidate** (print and sign)

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Evaluator** (print and sign)

\_\_\_\_\_  
**Date**