

OKOLONA FIRE DEPARTMENT

PROBATIONARY CAREER FIREFIGHTER EVALUATION FORM

The firefighter's supervisor is to complete this form and present it at the monthly staff meeting for consideration.
After staff meeting review, a copy of the final monthly evaluation form is given to the probationary firefighter.

Name of Probationary Career Firefighter

Probation Start Date

Name of Supervisor Completing Evaluation

Date Form Completed

Generally, the "default" rating for someone would be satisfactory. If a Fair or Good rating is applied, the evaluator should have some specific examples in mind. Poor or Excellent ratings will require the evaluator to write comments detailing the reason for a Poor or Excellent rating, in the space provided. If the evaluation has not observed the probationary career firefighter in the appropriate setting, the rater should not give a rating, and write "Haven't seen enough to evaluate" in the comments box.

Work Ethic:	
Check Rating: Poor ___ Fair ___ Satisfactory ___ Good ___ Excellent ___	
Considerations:	
<i>Positive:</i>	<i>Stays reasonably busy, eager to do work, uses time wisely, works until job is finished.</i>
<i>Negative:</i>	<i>Has to be found when work is to be done, distracted by telephone usage, is not eager to help or do work, looks for ways to avoid work.</i>
<i>Comments:</i> <i>(Required for Poor or Excellent Rating)</i>	

Attitude and Interpersonal Skills:	
Check Rating: Poor ___ Fair ___ Satisfactory ___ Good ___ Excellent ___	
Considerations:	
<i>Positive:</i>	<i>Accepts assignments willingly, has a "can do" approach, respects and shows consideration for other members, looks for solutions to problems. Accepts criticism positively. Is willing to take on additional responsibilities. Is dependable, always reports on time for shift. Seeks out work to be done. Knowledgeable of, and complies with department's procedures, rules and regulations.</i>
<i>Negative:</i>	<i>Does not willingly accept assignments, does not show consideration for other members, is a problem finder, is not pleasant to be around or supervise. Disputes constructive criticism. Finds fault with others and is malcontent. Cannot be depended upon to complete assignments. Looks for reasons to not do something.</i>
<i>Comments:</i> <i>(Required for Poor or Excellent Rating)</i>	

Quality of Work:	
Check Rating: Poor ___ Fair ___ Satisfactory ___ Good ___ Excellent ___	
Considerations:	
<i>Positive:</i>	<i>Work is of reasonable quality, comparable to that of other co-workers, uses care when doing work, is not wasteful of supplies and materials when doing work. Shows pride in work that is done</i>
<i>Negative:</i>	<i>Work often has to be re-done by others.</i>
<i>Comments:</i> <i>(Required for Poor or Excellent Rating)</i>	

Regular Training:	
Check Rating: Poor ___ Fair ___ Satisfactory ___ Good ___ Excellent ___	
Considerations:	
Positive:	<i>Shows interest in training, actively participates in training, learns new skills easily, knows the things and can demonstrate the skills that a person with comparable experience knows and can do. Has the physical stamina to fully participate in all training evolutions.</i>
Negative:	<i>Appears to be bored during training, does not participate in training, is unable to learn skills that a person with comparable experience can/has learned. Does not have the physical stamina to fully participate in all training evolutions.</i>
Comments: (Required for Poor or Excellent Rating)	

Additional Training (Fire apparatus operator, EMT and Instructor):	
Check Rating: Poor ___ Fair ___ Satisfactory ___ Good ___ Excellent ___	
Considerations:	
Positive:	<i>Is pursuing the required qualifications in a timely manner, is able to learn the required skills and absorb the required knowledge.</i>
Negative:	<i>Is not making satisfactory progress on the above subjects, has difficulty grasping the knowledge or learning the skills, or has not shown the enthusiasm to participate in associated training.</i>
Comments: (Required for Poor or Excellent Rating)	
Comments: (Already is certified as EMT, Instructor or is qualified as an apparatus operator, which renders this area not applicable)	

Fire/Emergency Scene Performance:	
Check Rating: Poor ___ Fair ___ Satisfactory ___ Good ___ Excellent ___	
Considerations:	
Positive:	<i>Performs safely at fire and other emergency scenes. Applies sound judgment at fire scenes and emergency scenes. Has the physical stamina to complete fire scene duties.</i>
Negative:	<i>Takes unsafe actions at fire and emergency scenes, does not demonstrate skills and knowledge learned in training at fire scenes. Does not have the physical stamina to perform all necessary fire scene duties.</i>
Comments: (Required for Poor or Excellent Rating)	

General Comments:	
What is the very Best Thing about this person →	
What is the worst thing about this person and thus needs to work on the most →	

To be completed after the probationary firefighter has been employed at least 2-1/2 months

Check the box which best describes your thoughts on what this person's future with the fire department should be. Check only one (1) box.

<input type="checkbox"/>	I do NOT think this person has a future with the fire department because this person does not have what it takes to be a full time firefighter and I think it is unlikely that any improvements can be made.
<input type="checkbox"/>	I think this person <i>may</i> have a future with the fire department providing that <i>major</i> changes are made.
<input type="checkbox"/>	I think this person probably has a future with the fire department but there are minor changes that should be made.
<input type="checkbox"/>	I think this person's probation should be extended so that we can see if the performance improves.
<input type="checkbox"/>	I think this person does a satisfactory job and should be retained. This person is what I would consider the average firefighter.
<input type="checkbox"/>	I think this person does a good job and I'd welcome this person on my shift.
<input type="checkbox"/>	I think this person does an excellent job and I wouldn't be surprised if this person becomes a leader in the future.
<input type="checkbox"/>	I do not feel comfortable with making a recommendation at this time concerning this person's future with the fire department.

Employee Signature: _____ Date: _____

Employee comments below (if desired):