



## Probationary Firefighter Shift Evaluation Instructions

This form is to be completed by the Supervisor/Crew Lead/Officer each shift and is to be reviewed and signed by both the evaluator and the Probationary Firefighter to assist them in identifying their strengths and weaknesses and help them progress toward a successful completion of their probationary period. These forms shall be submitted to the Training Officer at the end of each shift (an email of where it is located will suffice if you do not see the Training Officer before departing the station). The Training Officer will work with the Shift Supervisor of the Probationary Firefighter to keep them informed and make any necessary course corrections.

### Competency Rating

| N.O.                    | 1              | 2                 | 3            |
|-------------------------|----------------|-------------------|--------------|
| Not Observed/applicable | Unsatisfactory | Needs Improvement | Satisfactory |

Use the scoring explanation on the following pages to guide your evaluation. If none of the items were observed a rating score of "N.O." should be recorded next to the criteria being evaluated. Use the "Notes" sections to record notes as you go and the "Supervisor Comments" section to record your overall evaluation at the end of the Probationary Firefighter's shift. If more space is required for the comment sections, include them on a separate sheet of paper. Use specific examples when recording your comments.

- Each criterion is measured by the **WORST/LOWEST** score obtained for the day.
  - If the Probationary Firefighter scores "Satisfactory" on "Uniform" for having their proper uniform on and in good condition, but they score "Needs Improvement" for not wearing a belt, then they would be scored a "2".
  - Likewise if the Probationary Firefighter scores "Satisfactory" on "Attitude Toward Tasks" for engaging activities such as vehicle extrication but scores "Unsatisfactory" on their attitude toward completing less engaging tasks such as house chores, then they would receive a score of "1".
  - For any score below "3" an explanation should be given. For example: *"Probationary Firefighter XYZ showed a positive attitude toward training, but scored a 1 due to refusing to clean toilets and take out the trash."*
- No variance, or allowances, shall be given to a Probationary Firefighter. There is no "grading on a curve", they either meet DRFPD's expectations of conduct and service or they do not.
- If there is a question on any of the criteria, the Evaluator and Probationary Firefighter shall refer to the relevant SOG, Policy, or the scoring rubric provided in this document. If a question still remains, it may be submitted through email to the Training Officer for review.



## Probationary Firefighter Shift Evaluation Guide

| Criteria              | 1 – Unsatisfactory                                                                                                                                                                                                                                                                                                                          | 2 – Needs Improvement                                                                                                                                                                                                                                                                    | 3 - Satisfactory                                                                                                                                                                                                                                                                           |
|-----------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Hygiene               | Reports for duty: <ul style="list-style-type: none"> <li>• Unshaven</li> <li>• Visibly dirty</li> <li>• Offensively odorous</li> </ul>                                                                                                                                                                                                      | Reports for duty: <ul style="list-style-type: none"> <li>• 5 o'clock shadow</li> <li>• Emits mildly offensive odor (dirty clothes smell etc.)</li> </ul>                                                                                                                                 | Reports for duty: <ul style="list-style-type: none"> <li>• Clean shaven</li> <li>• Clean appearance</li> <li>• No offensive odor emitted</li> </ul>                                                                                                                                        |
| Uniform               | <ul style="list-style-type: none"> <li>• Uniform stained, soiled or full of holes</li> <li>• Not in uniform as outlined in uniform policy</li> <li>• Footwear not up to safety standards set by uniform policy</li> </ul>                                                                                                                   | <ul style="list-style-type: none"> <li>• Shirt not tucked in</li> <li>• Footwear meets safety standards but not proper color</li> <li>• Hat worn backward or sideways</li> <li>• No belt</li> </ul>                                                                                      | <ul style="list-style-type: none"> <li>• Proper uniform</li> <li>• Shirt tucked in</li> <li>• Hat worn as design was intended</li> <li>• Belt worn</li> <li>• Proper footwear</li> </ul>                                                                                                   |
| Punctuality           | <ul style="list-style-type: none"> <li>• Arrives late for duty</li> <li>• Does not finish assigned tasks in timely manner</li> </ul>                                                                                                                                                                                                        | <ul style="list-style-type: none"> <li>• Requires assistance or motivation to arrive on time or finish tasks in a timely manner</li> </ul>                                                                                                                                               | <ul style="list-style-type: none"> <li>• Arrives on time or early with no assistance</li> <li>• Completes assigned tasks in timely manner with little to no assistance</li> </ul>                                                                                                          |
| Preparedness          | <ul style="list-style-type: none"> <li>• Arrives unprepared to answer alarms</li> <li>• Does not bring provisions or have a plan for their duty shift</li> <li>• PPE is dirty or in disrepair</li> </ul>                                                                                                                                    | <ul style="list-style-type: none"> <li>• Brings clean PPE in but does not prepare it for answering alarms</li> <li>• Does not bring provisions but plans to get stuff from the store without prior communication with the Officer/Lead FF</li> </ul>                                     | <ul style="list-style-type: none"> <li>• PPE clean and prepared for response to alarms at beginning of shift</li> <li>• Brings provisions or communicates ahead of time with the Officer/Lead FF</li> </ul>                                                                                |
| Attitude Toward Tasks | <ul style="list-style-type: none"> <li>• Displays poor attitude toward completing general tasks or emergency response</li> <li>• Shows no hustle and is slow in completing tasks or getting out the door on alarms</li> <li>• Does not fully complete tasks or takes shortcuts at the expense of quality of completion for tasks</li> </ul> | <ul style="list-style-type: none"> <li>• Displays indifferent attitude toward completing general tasks</li> <li>• Is not slow but has no hustle in completing tasks or getting out the door on alarms</li> <li>• Completes tasks but lacks quality (<i>Does Bare Minimum</i>)</li> </ul> | <ul style="list-style-type: none"> <li>• Displays positive attitude toward completing tasks and answering alarms</li> <li>• Shows hustle in completing tasks and getting out the door on alarms</li> <li>• Fully completes tasks with pride and attention to detail and quality</li> </ul> |



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| Criteria                               | 1 – Unsatisfactory                                                                                                                                                                                                                                                                                                | 2 – Needs Improvement                                                                                                                                                                                                                                                                                                                            | 3 - Satisfactory                                                                                                                                                                                                                                                                                                                               |
|----------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Self-Initiated Tasks                   | <ul style="list-style-type: none"> <li>Shows no initiative to begin or complete tasks without being directed to do so</li> <li>Does not join in or assist when others are completing tasks or training without being asked or directed</li> </ul>                                                                 | <ul style="list-style-type: none"> <li>Assists completing tasks or training only when another member initiates</li> <li>Completes tasks at random times not in line with shift's normal task and training schedule</li> </ul>                                                                                                                    | <ul style="list-style-type: none"> <li>Initiates or inquires about initiating training and general tasks without being asked or directed</li> <li>Completes tasks with consideration to shift's normal task and training schedule</li> </ul>                                                                                                   |
| Acceptance of Feedback / Self Critique | <ul style="list-style-type: none"> <li>Avoids participation in any debriefs or after-action reviews</li> <li>Is not receptive to feedback</li> <li>Does not use feedback to improve performance</li> <li>Unable to identify areas of deficiency</li> </ul>                                                        | <ul style="list-style-type: none"> <li>Attends but does not participate in debriefs or after-action reviews</li> <li>Accepts feedback, however, does not use feedback to improve performance</li> <li>Identifies areas of deficiency, but is unable to develop an improvement plan</li> </ul>                                                    | <ul style="list-style-type: none"> <li>Positively contributes to debriefs or after-action reviews</li> <li>Accepts and acts on feedback to improve performance</li> <li>Identifies areas of deficiency, develops and acts on improvement plan</li> </ul>                                                                                       |
| Time Management                        | <ul style="list-style-type: none"> <li>Does not spend any time bettering their performance</li> <li>Plays video games or watches T.V. while there is still chores, checks, training, or projects needing completed</li> <li>Phone use prevents District business from being completed in timely manner</li> </ul> | <ul style="list-style-type: none"> <li>Works on District business, training, or assignments, but does not prioritize them to cause incompleteness and/or has no regard for the shift's and other members schedule<br/><b>example:</b> <i>Member works 19:00 to 07:00, spends 1.5 hr. on phone then asks Officer to train at 20:30</i></li> </ul> | <ul style="list-style-type: none"> <li>Prioritizes District business, assignments, trainings, and projects and completes them in a timely manner</li> <li>Plays video games or watches T.V. only after all District business is completed</li> <li>Uses "down time" for productive tasks instead of wasting time until shift change</li> </ul> |
| Peer/Crew Synergy                      | <ul style="list-style-type: none"> <li>Does not understand their role in the team</li> <li>Creates friction with the team</li> <li>Contributes to negativity through action or words</li> </ul>                                                                                                                   | <ul style="list-style-type: none"> <li>Works with team but needs improvement or prompting</li> <li>Does not contribute to negativity, but does nothing to discourage negativity around them</li> </ul>                                                                                                                                           | <ul style="list-style-type: none"> <li>Understands role and works well with team</li> <li>Discourages negativity in their presence</li> <li>Mentors others helping them to understand their role in the team</li> </ul>                                                                                                                        |



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| Criteria                                                 | 1 – Unsatisfactory                                                                                                                                                                                                                                                    | 2 – Needs Improvement                                                                                                                                                                                                                                          | 3 - Satisfactory                                                                                                                                                                                                                                  |
|----------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Follows Direction/Orders of Supervisor/Crew Lead/Officer | <ul style="list-style-type: none"> <li>Purposely disobeys any reasonable direction or order from supervisor</li> <li>Displays inability to follow reasonable direction or order</li> <li>Displays disregard for safety or policy while carrying out orders</li> </ul> | <ul style="list-style-type: none"> <li>Falls short of objective while attempting to follow supervisor order</li> <li>Order must be relayed more than once before being followed</li> <li>Displays negative attitude while carrying out given orders</li> </ul> | <ul style="list-style-type: none"> <li>Satisfactorily meets all objectives of given orders with regard for safety and policy</li> <li>Any questions or concerns of received orders are posed constructively and at an appropriate time</li> </ul> |
| Adheres to District Policies & Guidelines                | <ul style="list-style-type: none"> <li>Displays disregard or “I’ll do what I want” attitude toward District policies</li> <li>Displays ignorance of all District policies and where to find them</li> </ul>                                                           | <ul style="list-style-type: none"> <li>Is not familiar with many of the District’s policies</li> <li>Knows the policies are on Vairkko but cannot navigate to them</li> </ul>                                                                                  | <ul style="list-style-type: none"> <li>Is familiar with most of the District’s policies</li> <li>Follows policies whenever possible</li> <li>Knows where the policies are located on Vairkko</li> </ul>                                           |
| Communicates With Off-going Members During Shift Change  | <ul style="list-style-type: none"> <li>Does not communicate with off-going members</li> </ul>                                                                                                                                                                         | <ul style="list-style-type: none"> <li>Communicates with off-going members without obtaining any pertinent information about the truck, station, or upcoming events that they may need to know</li> </ul>                                                      | <ul style="list-style-type: none"> <li>Communicates with off-going members and receives any pertinent information regarding the truck, station, or upcoming events that they may need to know</li> </ul>                                          |
| Participates During Shift Conference                     | <ul style="list-style-type: none"> <li>Is not present during shift conference</li> <li>Sleeps through shift conference</li> <li>Is disruptive during shift conference</li> </ul>                                                                                      | <ul style="list-style-type: none"> <li>Intermittently present for shift conference</li> <li>Does not pay adequate attention to events, assignments, or tasks for the district during shift conference</li> </ul>                                               | <ul style="list-style-type: none"> <li>Present and attentive to the shift meeting</li> <li>Acknowledges and participates in completion of any events, assignments, or tasks assigned during the shift conference</li> </ul>                       |
| Communication with the Public                            | <ul style="list-style-type: none"> <li>Ignores or does not interact with members of the public</li> <li>Talks negatively to members of the public</li> <li>Interacts in a negative way to members of the public</li> </ul>                                            | <ul style="list-style-type: none"> <li>Interacts with the public but is inaccurate with information</li> <li>Stands back and leaves others to “do the talking” during public relation events</li> </ul>                                                        | <ul style="list-style-type: none"> <li>Interacts with the public in a positive way</li> <li>Information given is accurate and relative</li> <li>Actively participates during and does their share during public relation events</li> </ul>        |



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| Criteria                                                                        | 1 – Unsatisfactory                                                                                                                                                                                                                                                  | 2 – Needs Improvement                                                                                                                                                                                                                                                 | 3 - Satisfactory                                                                                                                                                                                                                                                                                                        |
|---------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Operational Communication                                                       | <ul style="list-style-type: none"> <li>Does not follow District radio communication policies/best practices</li> <li>Unresponsive to radio / other communications</li> <li>Does not effectively communicate with other members team</li> </ul>                      | <ul style="list-style-type: none"> <li>Communicates too quietly or muffles radio transmissions</li> <li>Responsive to most but not all communications</li> </ul>                                                                                                      | <ul style="list-style-type: none"> <li>Follows District radio communication policies/best practices</li> <li>Communicates calmly and clearly</li> <li>Responsive to all received communications</li> </ul>                                                                                                              |
| Documentation                                                                   | <ul style="list-style-type: none"> <li>Does not report maintenance or equipment issues in a timely manner</li> <li>Does not complete run reports in a timely manner</li> </ul>                                                                                      | <ul style="list-style-type: none"> <li>Reports maintenance / equipment issues but misses information or is vague</li> <li>Finishes run reports but misses information or required fields</li> </ul>                                                                   | <ul style="list-style-type: none"> <li>Submits detailed, accurate &amp; timely reports on equipment and maintenance issues</li> <li>Completes run reports accurately and completely</li> </ul>                                                                                                                          |
| Proficient in Fireground Core Skills ( <i>Hose, Ladders, SCBA, PPE, Radio</i> ) | <ul style="list-style-type: none"> <li>Unable to successfully complete core skill JPR's</li> <li>Can not successfully use or deploy equipment on alarms</li> </ul>                                                                                                  | <ul style="list-style-type: none"> <li>Takes longer than acceptable to complete core skill JPR's</li> <li>Takes longer than acceptable to use or deploy equipment on alarms</li> </ul>                                                                                | <ul style="list-style-type: none"> <li>Able to successfully complete core skill JPR's in acceptable time frames</li> <li>Successfully uses or deploys equipment in a timely manner on alarms</li> </ul>                                                                                                                 |
| Proficient in EMS Core Skills ( <i>Vitals, Assessment, Treatment</i> )          | <ul style="list-style-type: none"> <li>Unable to complete EMS core skill JPR's</li> <li>Unsuccessful at obtaining vitals or performing patient assessments</li> <li>Provides the wrong course of treatment or treatment outside of the scope of practice</li> </ul> | <ul style="list-style-type: none"> <li>Takes longer than acceptable to complete EMS core skill JPR's</li> <li>Takes multiple attempts to obtain vitals or longer than acceptable to perform patient assessment</li> <li>Unconfident in providing treatment</li> </ul> | <ul style="list-style-type: none"> <li>Able to successfully complete EMS core skill JPR's in acceptable time frames</li> <li>Successfully obtains vitals and performs patient assessments</li> <li>Confidently provides the correct course of treatment staying in the boundaries of their scope of practice</li> </ul> |



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| Criteria                                        | 1 – Unsatisfactory                                                                                                                                                                                                                                                      | 2 – Needs Improvement                                                                                                                                                                                                                                                       | 3 - Satisfactory                                                                                                                                                                                                                                                    |
|-------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Knowledgeable of Response Expectations          | <ul style="list-style-type: none"> <li>Does not know what actions they are expected to perform on scene</li> <li>Does not know which apparatus to mount</li> <li>Does not know where their riding assignment is</li> </ul>                                              | <ul style="list-style-type: none"> <li>Knows actions they are expected to perform but must be directed on when to perform them</li> <li>Does not take all equipment <i>Example: responds to EMS call but doesn't take structural PPE</i></li> </ul>                         | <ul style="list-style-type: none"> <li>Knowledgeable about what actions need to be performed and when</li> <li>Knows which apparatus to respond as well as what their riding assignment is</li> <li>Takes all equipment</li> </ul>                                  |
| Knowledgeable of Equipment Location, Name & Use | <ul style="list-style-type: none"> <li>Does not know where items are on apparatus</li> <li>Does not know the name of equipment</li> <li>Does not know how equipment is used or what it is used for</li> </ul>                                                           | <ul style="list-style-type: none"> <li>Takes longer than acceptable to find equipment or has to open multiple compartments</li> <li>Knows some of the uses of equipment and tools but not all</li> </ul>                                                                    | <ul style="list-style-type: none"> <li>Knows exactly where equipment is stored on the apparatus</li> <li>Knows the name of the equipment</li> <li>Knows the uses of equipment and how it is used</li> </ul>                                                         |
| Proficient in Operating Equipment               | <ul style="list-style-type: none"> <li>Does not know how to start powered equipment</li> <li>Does not know how to safely operate powered equipment</li> <li>Does not know how to maintain and return to service powered equipment</li> </ul>                            | <ul style="list-style-type: none"> <li>Knows the process to start powered equipment but struggles to get some equipment started</li> <li>Returns equipment to serviceable condition but does not return fuel/choke/on-off switches to proper position</li> </ul>            | <ul style="list-style-type: none"> <li>Starts equipment with no problems</li> <li>Safely operates powered equipment</li> <li>Properly maintains and returns powered equipment to service after each use</li> <li>Able to clear flooded powered equipment</li> </ul> |
| Participated in Crew/Shift Training             | <ul style="list-style-type: none"> <li>Does not actively participate in crew/shift training</li> <li>Displays negative attitude toward participating in crew/shift training</li> <li>Performs poorly with no signs of improvement during crew/shift training</li> </ul> | <ul style="list-style-type: none"> <li>Actively participates after being voluntold or called on</li> <li>Performs poorly and improves to average level of skill by end of session</li> <li>Completes only 1 evolution despite there being multiple opportunities</li> </ul> | <ul style="list-style-type: none"> <li>Actively participates without having to be prompted</li> <li>Improves or performs to an acceptable level or higher by end of session</li> <li>Completes as many evolutions as possible</li> </ul>                            |