

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

### Probationary Firefighter Evaluation Information

Probationary Firefighter: \_\_\_\_\_ Company Officer \_\_\_\_\_  
(or Acting Officer)

During today's shift, you will be observing this recruit firefighter in all that he/she does. Please use the spaces below to comment on their job performance. Remember, this can affect this employee's career, so be precise, honest and understanding.

01. Applying Firefighting Techniques

- During the shift, did the firefighter respond on any incidents? \_\_\_\_\_
- If so, did he/she know where to locate equipment and use it properly? \_\_\_\_\_
- Did the firefighter demonstrate knowledge of firefighting techniques? \_\_\_\_\_
- Did the firefighter demonstrate competence in first aid or proper extinguishment if needed? \_\_\_\_\_

Additional comments:

\_\_\_\_\_  
\_\_\_\_\_

02. Maintaining Fire Equipment

- Did the firefighter follow departmental procedures when cleaning equipment? \_\_\_\_\_
- Did the firefighter check the equipment for loss or damage? \_\_\_\_\_
- Did the firefighter carry out daily cleaning and inspection on apparatus and equipment? \_\_\_\_\_

Additional comments:

\_\_\_\_\_  
\_\_\_\_\_

03. Caring for Personal Equipment

- Did the firefighter maintain their personal equipment? \_\_\_\_\_
- Did the firefighter abuse personal equipment? \_\_\_\_\_
- Did the firefighter check their equipment after an incident? \_\_\_\_\_

Additional comments:

\_\_\_\_\_  
\_\_\_\_\_

04. Learning New Skills

- Did the firefighter participate in training today? \_\_\_\_\_
- Did the firefighter undertake efforts to learn about new techniques or equipment? \_\_\_\_\_
- Did the firefighter learn material quickly or perform a new task without repeated training? \_\_\_\_\_

Additional comments:

\_\_\_\_\_  
\_\_\_\_\_

07. Dealing with Public

- Did the firefighter deal with the public today? \_\_\_\_\_
- Did the firefighter greet individuals stopping by the station or during tours? \_\_\_\_\_
- Was the firefighter courteous when answering questions or providing directions to the public? \_\_\_\_\_

Additional comments:

\_\_\_\_\_  
\_\_\_\_\_

08. Working with Fellow Employees

- Did the firefighter maintain friendly relations around the station? \_\_\_\_\_
- Did the firefighter cooperate with other and provide assistance as part of the team? \_\_\_\_\_
- Did the firefighter share firefighting information with others? \_\_\_\_\_
- Did the firefighter consider how others would react to criticism? \_\_\_\_\_

Additional comments:

\_\_\_\_\_  
\_\_\_\_\_

09. Follow Supervisory Directions

- Did the firefighter accept directions from the supervisor without refusal or complaint? \_\_\_\_
- Did the firefighter follow the directions regarding how the work is to be completed? \_\_\_\_
- Did the firefighter seek a job review during the shift? \_\_\_\_
- Did the firefighter show improvement during the shift or since a prior visit? \_\_\_\_

Additional comments:

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10. Appropriate Personal Appearance and Conduct

- Did the firefighter maintain an appropriate image in dress, physical appearance and conduct? \_\_\_\_
- Was the firefighter's uniform clean and pressed? \_\_\_\_
- Was the firefighter's grooming consistent to department policy? \_\_\_\_
- Did the firefighter hair meet departmental policy? \_\_\_\_

Additional comments:

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11. Performance During Company Inspections

- Did your company perform a company inspection during the shift? \_\_\_\_
- If so, did the firefighter actively participate and give input? \_\_\_\_
- Did the firefighter assist the rest of the team in checking the floor plan, type of construction and locating hazardous conditions? \_\_\_\_
- Did the firefighter draw the floor plan of the building? \_\_\_\_

Additional comments:

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12. Completing Routine Station Assignments

- Did the firefighter accept and complete routine station assignments? \_\_\_\_
- Did the firefighter assist others in routine station assignments? \_\_\_\_

Additional comments:

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13. Attendance and Punctuality

- Was the firefighter late for work? \_\_\_\_
- Did the firefighter abuse break time? \_\_\_\_

Additional comments:

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14. Self Discipline

- Did the firefighter allow personal problems to affect his/her work? \_\_\_\_
- Did the firefighter confine personal business and calls to a minimum? \_\_\_\_

Additional comments:

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15. Safety and Physical Condition

- Were the firefighter's work methods considered safe at all times? \_\_\_\_
- Did the firefighter demonstrate the physical energy and endurance for the job? \_\_\_\_
- Does the firefighter have the general health needed for the job? \_\_\_\_

Additional comments:

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