



EVALUATOR Task Book

EVALUATION LEVEL: _____

TASK BOOK ASSIGNED TO:

INDIVIDUAL'S PRINTED NAME

DO NOT COMPLETE THIS UNLESS YOU ARE RECOMMENDING THE INDIVIDUAL FOR FIREFIGHTER EVALUATIONS

**VERIFICATION/CERTIFICATION OF COMPLETED
STUDENT TASK BOOK FOR EVALUATIONS**

FINAL CANDIDATE'S VERIFICATION

I verify that all tasks have been performed and are documented with appropriate signatures & dates.

I also verify that I have performed all tasks satisfactorily and should therefore be considered for testing and certification.

FINAL CANDIDATE'S SIGNATURE & DATE

FINAL CANDIDATE'S PRINTED NAME & TITLE

**VERIFICATION/CERTIFICATION OF COMPLETED
EVALUATOR COMPETENCY TASK BOOK**

FINAL EVALUATOR'S VERIFICATION

I verify that all tasks have been performed and are documented with appropriate signatures & dates.

I also verify that _____
has performed satisfactorily and should therefore be considered for evaluating this level.

FINAL EVALUATOR'S SIGNATURE & DATE

FINAL EVALUATOR'S PRINTED NAME & DATE

Supplying or condoning the submission of false information to this agency may be a violation of the criminal code of Georgia (Georgia Law 1968 PP 1249, 1310).

**GFSTC USE ONLY
VERIFICATION OF COMPLETED TASK BOOK**

AGENCY OFFICIAL'S SIGNATURE AND DATE

EVALUATOR POSITION TASK BOOK

This Position Task Book (PTB) has been developed to document the required performance objectives for evaluator certification. Each objective lists the performance requirements (tasks) in a format that allows the individual to be evaluated against guidelines from the evaluator course. Successful performance of all tasks, as observed and recorded by a GFSTC approved evaluator, will result in a recommendation to allow this individual to evaluate at this level. A task book must be completed for every level of evaluation wished to be available for.

Evaluation and confirmation of the individual's performance of all tasks may involve more than one evaluator. It is important that performance be critically evaluated and accurately recorded by each evaluator. All tasks must be evaluated before recommending certification. All statements within a task which require an action must be successfully demonstrated before the task is to be signed off.

GFSTC shall issue the entire task book to each member seeking certification as an evaluator, and by using the list found on page five of this task book verifies completion of training.

RESPONSIBILITIES

The GFSTC Staff member or his/her designee may authorize personnel to be an evaluator and to sign the PTB.

Individuals **may not** sign off on themselves.

The "Evaluator" **CANNOT teach or coach while he/she is evaluating.**

The **Student** is responsible for:

- Reviewing and understanding instructions in the PTB.
- Identifying desired objectives/goals.
- Satisfactorily demonstrating completion of all tasks.
- Assuring the Evaluation Record is complete.
- Notifying GFSTC when the PTB is complete and providing a copy for his/her department records.

The **Evaluator** is responsible for:

- Being qualified and proficient in the position being evaluated.
- Explaining to the student the evaluation procedures that will be utilized.
- Identifying tasks to be performed during the evaluation period.
- Accurately evaluating and recording demonstrated performance of tasks. Satisfactory performance shall be documented by dating and signing after completion of the task.

The **Final Evaluator** is responsible for:

- Signing the verification statement inside the front cover of the PTB when all tasks have been initialed and the student is recommended for testing and certification.

EVALUATOR OBJECTIVES

SKILL	TASK	DATE	CANDIDATE'S SIGNATURE	EVALUATOR'S SIGNATURE
	<i>Placed scores in proper station</i>			
	<i>Passed or failed candidate as appropriate with performance</i>			
	<i>Filled out skills sheet properly I.e. skill sheet number and evaluator name</i>			
	<i>Comments appropriate and written in observational terms</i>			
	<i>Made comments on failures appropriately</i>			
	<i>Correctly marks "P" for Pass, "X" for Redo, or "F" for Failed Redo for all skills</i>			
	<i>Correctly marks Pass or Fail for Station</i>			
	<i>Maintains control of test material at all times</i>			
	<i>Correctly sets up station for testing and re-sets station after every candidate.</i>			
	<i>Maintains professional demeanor with candidates</i>			
	<i>Dresses appropriately for the event</i>			
	<i>Arrives on time for the evaluation</i>			
	<i>Was evaluator efficient for this level of testing</i>			
	<i>Sets up stations as identified</i>			

