

**FIRE CREW BOSS
Training Needs Assessment Evaluation Form**

Personal/Position Information

Name: _____

Period Covered: _____

Position: _____

Reviewed by: _____

Title: _____

Position Start Date: _____

Community: _____

Region: _____

FIRE CREW BOSS

Training Needs Assessment Evaluation Form

Instructions:

The information contained in this evaluation is strictly confidential. The supervisor will meet with the employee to review the employee's performance and complete the Community Government Performance Evaluation Form. Input from the employee is critical. The employee will have an opportunity to make comments concerning the review in the employee comments section of this form. The information will be used to develop an individual training plan for the employee as well as a training plan for the community.

The employee will be rated as follows for each competency (P):

Each competency is to be rated as follows (S):

- 1 – Needs significant improvement – employee is unable to complete the task or perform the function in a satisfactory manner even though assistance is routinely provided
- 2 – Needs improvement - employee can complete the task or perform the function with considerable assistance
- 3 – Satisfactory – employees can complete the task or perform the function in a satisfactory manner with little or no assistance
- 4 – Very good – employee consistently completes the task or performs the function in an above average manner with little or no assistance
- 5 – Outstanding – employee consistently completes the task or performs the function at a very high level with little or no assistance

- 1 – Competency has little significant to the position
- 2 – Competency has minor significance to the position
- 3 – Competency is important to the position
- 4 – Competency has major significance to the position
- 5 – Competency is critical to the effective performance of the position

For more information on how to complete this review please contact the Regional Office of the Department of Municipal and Community Affairs or the MACA School of Community Government.

FIRE CREW BOSS

Training Needs Assessment Evaluation Form

Major Category	Skill	Subskill																													
Manage Fire Crews	Organize and supervise the fire crew	Anticipate fire crew needs	Anticipate equipment and supplies required	Liaise with the Bird Dog Officer to maintain safe and efficient action	Establish and maintain radio contacts with appropriate fire center	Provide advice on fire weather to crew members	Maintain time and commissary records	P		S	5	P		S	5	P		S	5	P		S	5	P		S	5	P		S	5
		Monitor fireline practices to ensure safety procedures are observed	Inspect equipment to ensure it is in good condition and properly used	Evaluate the crew's performance on the fire line	Maintain order in the camp	Supervise camp clean up at abandonment		P		S	5	P		S	5	P		S	5	P		S	5	P		S	5				
Maintain fire fighting equipment		Instruct crew on testing, maintenance and repair of fire fighting equipment	Inspect equipment in the field to ensure it is receiving scheduled maintenance	Carry out preventative maintenance to power operated equipment such as pumps and chainsaws	Supervise the cleaning, repair and maintenance of equipment before it is returned to Central Stores	Prepacking equipment and supplies and place marks of identification	Identify faulty equipment	P		S	4	P		S	4	P		S	4	P		S	4	P		S	4	P		S	4
		Assist instructors in the training of crew members and emergency fire fighters	Participate in required training sessions	Provide on the job training	Evaluate crew members to ensure they are knowledgeable of standard safety procedures			P		S	4	P		S	4	P		S	4	P		S	5								
Train crews																															

FIRE CREW BOSS

Training Needs Assessment Evaluation Form

Major Category	Skill	Subskill																														
Fire Programs	Participate in the forest fire detection program	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 16.6%;">Operate vehicles over designated patrol routes</td> <td style="width: 16.6%;">Make scheduled aircraft patrols as an observer</td> <td style="width: 16.6%;">Maintain radio communication with headquarters and base camp</td> <td style="width: 16.6%;">Keep records of patrols completed</td> <td style="width: 16.6%;">Maintain information concerning condition of forest, weather, roads and water resources</td> <td style="width: 16.6%;"></td> </tr> <tr> <td>P</td><td></td><td>S</td><td>4</td> <td>P</td><td></td><td>S</td><td>4</td> <td>P</td><td></td><td>S</td><td>4</td> <td>P</td><td></td><td>S</td><td>4</td> <td>P</td><td></td><td>S</td><td>4</td> <td></td><td></td><td></td><td></td> </tr> </table>	Operate vehicles over designated patrol routes	Make scheduled aircraft patrols as an observer	Maintain radio communication with headquarters and base camp	Keep records of patrols completed	Maintain information concerning condition of forest, weather, roads and water resources		P		S	4	P		S	4	P		S	4	P		S	4	P		S	4				
	Operate vehicles over designated patrol routes	Make scheduled aircraft patrols as an observer	Maintain radio communication with headquarters and base camp	Keep records of patrols completed	Maintain information concerning condition of forest, weather, roads and water resources																											
	P		S	4	P		S	4	P		S	4	P		S	4	P		S	4												
	Perform administrative duties	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 16.6%;">Take weather observations for calculating fire hazards</td> <td style="width: 16.6%;">Prepare wildfire reports</td> <td style="width: 16.6%;">Prepare fire maps</td> <td style="width: 16.6%;">Post forest fire danger warnings</td> <td style="width: 16.6%;">Maintain a daily diary</td> <td style="width: 16.6%;">Maintain vehicle diaries</td> </tr> <tr> <td>P</td><td></td><td>S</td><td>4</td> <td>P</td><td></td><td>S</td><td>4</td> <td>P</td><td></td><td>S</td><td>4</td> <td>P</td><td></td><td>S</td><td>5</td> <td>P</td><td></td><td>S</td><td>4</td> <td>P</td><td></td><td>S</td><td>3</td> </tr> </table>	Take weather observations for calculating fire hazards	Prepare wildfire reports	Prepare fire maps	Post forest fire danger warnings	Maintain a daily diary	Maintain vehicle diaries	P		S	4	P		S	4	P		S	4	P		S	5	P		S	4	P		S	3
Take weather observations for calculating fire hazards	Prepare wildfire reports	Prepare fire maps	Post forest fire danger warnings	Maintain a daily diary	Maintain vehicle diaries																											
P		S	4	P		S	4	P		S	4	P		S	5	P		S	4	P		S	3									
Promote fire safety	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 16.6%;">Provide information to community members on fire safety</td> <td style="width: 16.6%;">Provide information to businesses and organizations on fire safety</td> <td style="width: 16.6%;">Provide information to school groups and other organizations</td> <td style="width: 16.6%;">Make presentations on fire safety</td> <td style="width: 16.6%;">Implement fire prevention education and awareness programs</td> <td style="width: 16.6%;"></td> </tr> <tr> <td>P</td><td></td><td>S</td><td>3</td> <td>P</td><td></td><td>S</td><td>3</td> <td>P</td><td></td><td>S</td><td>3</td> <td>P</td><td></td><td>S</td><td>3</td> <td>P</td><td></td><td>S</td><td>3</td> <td></td><td></td><td></td><td></td> </tr> </table>	Provide information to community members on fire safety	Provide information to businesses and organizations on fire safety	Provide information to school groups and other organizations	Make presentations on fire safety	Implement fire prevention education and awareness programs		P		S	3	P		S	3	P		S	3	P		S	3	P		S	3					
Provide information to community members on fire safety	Provide information to businesses and organizations on fire safety	Provide information to school groups and other organizations	Make presentations on fire safety	Implement fire prevention education and awareness programs																												
P		S	3	P		S	3	P		S	3	P		S	3	P		S	3													
Possess knowledge of fire fighting and prevention	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 16.6%;">Possess knowledge of forest fire fighting techniques and methods</td> <td style="width: 16.6%;">Possess knowledge of command and control techniques</td> <td style="width: 16.6%;">Possess knowledge of forest fighting training programs</td> <td style="width: 16.6%;">Possess knowledge of fire prevention education and awareness programs</td> <td style="width: 16.6%;">Possess knowledge of public safety theories and methods</td> <td style="width: 16.6%;">Possess knowledge of weather and forest fire behaviour</td> </tr> <tr> <td>P</td><td></td><td>S</td><td>5</td> <td>P</td><td></td><td>S</td><td>5</td> <td>P</td><td></td><td>S</td><td>5</td> <td>P</td><td></td><td>S</td><td>4</td> <td>P</td><td></td><td>S</td><td>4</td> <td>P</td><td></td><td>S</td><td>5</td> </tr> </table>	Possess knowledge of forest fire fighting techniques and methods	Possess knowledge of command and control techniques	Possess knowledge of forest fighting training programs	Possess knowledge of fire prevention education and awareness programs	Possess knowledge of public safety theories and methods	Possess knowledge of weather and forest fire behaviour	P		S	5	P		S	5	P		S	5	P		S	4	P		S	4	P		S	5	
Possess knowledge of forest fire fighting techniques and methods	Possess knowledge of command and control techniques	Possess knowledge of forest fighting training programs	Possess knowledge of fire prevention education and awareness programs	Possess knowledge of public safety theories and methods	Possess knowledge of weather and forest fire behaviour																											
P		S	5	P		S	5	P		S	5	P		S	4	P		S	4	P		S	5									

FIRE CREW BOSS

Training Needs Assessment Evaluation Form

Major Category	Skill	Subskill												
Fire Programs	Possess knowledge of fire fighting and prevention	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 25%;">Possess knowledge of fire control practices and policies</td> <td style="width: 25%;">Possess knowledge of fireline equipment</td> <td style="width: 25%;">Possess knowledge of emergency response procedures</td> <td style="width: 25%;"></td> </tr> <tr> <td style="text-align: center;">P <input type="checkbox"/> S <input type="checkbox"/> 5</td> <td style="text-align: center;">P <input type="checkbox"/> S <input type="checkbox"/> 5</td> <td style="text-align: center;">P <input type="checkbox"/> S <input type="checkbox"/> 4</td> <td></td> </tr> </table>	Possess knowledge of fire control practices and policies	Possess knowledge of fireline equipment	Possess knowledge of emergency response procedures		P <input type="checkbox"/> S <input type="checkbox"/> 5	P <input type="checkbox"/> S <input type="checkbox"/> 5	P <input type="checkbox"/> S <input type="checkbox"/> 4					
		Possess knowledge of fire control practices and policies	Possess knowledge of fireline equipment	Possess knowledge of emergency response procedures										
P <input type="checkbox"/> S <input type="checkbox"/> 5	P <input type="checkbox"/> S <input type="checkbox"/> 5	P <input type="checkbox"/> S <input type="checkbox"/> 4												
P <input type="checkbox"/> S <input type="checkbox"/> 5	P <input type="checkbox"/> S <input type="checkbox"/> 5	P <input type="checkbox"/> S <input type="checkbox"/> 4												
Maintain Workplace Safety	Practice workplace health and safety	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 25%;">Adhere to occupational health and safety regulations</td> <td style="width: 25%;">Assess workplace hazards</td> <td style="width: 25%;">Maintain CPR and First Aid certification</td> <td style="width: 25%;">Maintain minimum housekeeping standards</td> <td style="width: 25%;">Safely store chemicals</td> </tr> <tr> <td style="text-align: center;">P <input type="checkbox"/> S <input type="checkbox"/> 5</td> <td style="text-align: center;">P <input type="checkbox"/> S <input type="checkbox"/> 5</td> <td style="text-align: center;">P <input type="checkbox"/> S <input type="checkbox"/> 5</td> <td style="text-align: center;">P <input type="checkbox"/> S <input type="checkbox"/> 4</td> <td style="text-align: center;">P <input type="checkbox"/> S <input type="checkbox"/> 4</td> </tr> </table>	Adhere to occupational health and safety regulations	Assess workplace hazards	Maintain CPR and First Aid certification	Maintain minimum housekeeping standards	Safely store chemicals	P <input type="checkbox"/> S <input type="checkbox"/> 5	P <input type="checkbox"/> S <input type="checkbox"/> 5	P <input type="checkbox"/> S <input type="checkbox"/> 5	P <input type="checkbox"/> S <input type="checkbox"/> 4	P <input type="checkbox"/> S <input type="checkbox"/> 4		
		Adhere to occupational health and safety regulations	Assess workplace hazards	Maintain CPR and First Aid certification	Maintain minimum housekeeping standards	Safely store chemicals								
P <input type="checkbox"/> S <input type="checkbox"/> 5	P <input type="checkbox"/> S <input type="checkbox"/> 5	P <input type="checkbox"/> S <input type="checkbox"/> 5	P <input type="checkbox"/> S <input type="checkbox"/> 4	P <input type="checkbox"/> S <input type="checkbox"/> 4										
P <input type="checkbox"/> S <input type="checkbox"/> 5	P <input type="checkbox"/> S <input type="checkbox"/> 5	P <input type="checkbox"/> S <input type="checkbox"/> 5	P <input type="checkbox"/> S <input type="checkbox"/> 4	P <input type="checkbox"/> S <input type="checkbox"/> 4										
Perform Administrative Functions	Provide information management	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 25%;">Keep daily reports</td> <td style="width: 25%;">Maintain capital asset inventory</td> <td style="width: 25%;">Maintain stock inventory</td> <td style="width: 25%;">Take inventory</td> </tr> <tr> <td style="text-align: center;">P <input type="checkbox"/> S <input type="checkbox"/> 4</td> <td style="text-align: center;">P <input type="checkbox"/> S <input type="checkbox"/> 4</td> <td style="text-align: center;">P <input type="checkbox"/> S <input type="checkbox"/> 4</td> <td style="text-align: center;">P <input type="checkbox"/> S <input type="checkbox"/> 4</td> </tr> </table>	Keep daily reports	Maintain capital asset inventory	Maintain stock inventory	Take inventory	P <input type="checkbox"/> S <input type="checkbox"/> 4	P <input type="checkbox"/> S <input type="checkbox"/> 4	P <input type="checkbox"/> S <input type="checkbox"/> 4	P <input type="checkbox"/> S <input type="checkbox"/> 4				
		Keep daily reports	Maintain capital asset inventory	Maintain stock inventory	Take inventory									
P <input type="checkbox"/> S <input type="checkbox"/> 4	P <input type="checkbox"/> S <input type="checkbox"/> 4	P <input type="checkbox"/> S <input type="checkbox"/> 4	P <input type="checkbox"/> S <input type="checkbox"/> 4											
P <input type="checkbox"/> S <input type="checkbox"/> 4	P <input type="checkbox"/> S <input type="checkbox"/> 4	P <input type="checkbox"/> S <input type="checkbox"/> 4	P <input type="checkbox"/> S <input type="checkbox"/> 4											
	Schedule work	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 25%;">Develop work plans, strategies and contingencies</td> <td style="width: 25%;">Establish preventive maintenance schedules</td> <td style="width: 25%;">Follow work plans</td> <td style="width: 25%;">Organize tasks</td> <td style="width: 25%;">Coordinate staff and contractor</td> <td style="width: 25%;">Monitor results</td> </tr> <tr> <td style="text-align: center;">P <input type="checkbox"/> S <input type="checkbox"/> 4</td> <td style="text-align: center;">P <input type="checkbox"/> S <input type="checkbox"/> 4</td> <td style="text-align: center;">P <input type="checkbox"/> S <input type="checkbox"/> 4</td> <td style="text-align: center;">P <input type="checkbox"/> S <input type="checkbox"/> 4</td> <td style="text-align: center;">P <input type="checkbox"/> S <input type="checkbox"/> 4</td> <td style="text-align: center;">P <input type="checkbox"/> S <input type="checkbox"/> 4</td> </tr> </table>	Develop work plans, strategies and contingencies	Establish preventive maintenance schedules	Follow work plans	Organize tasks	Coordinate staff and contractor	Monitor results	P <input type="checkbox"/> S <input type="checkbox"/> 4	P <input type="checkbox"/> S <input type="checkbox"/> 4	P <input type="checkbox"/> S <input type="checkbox"/> 4	P <input type="checkbox"/> S <input type="checkbox"/> 4	P <input type="checkbox"/> S <input type="checkbox"/> 4	P <input type="checkbox"/> S <input type="checkbox"/> 4
Develop work plans, strategies and contingencies		Establish preventive maintenance schedules	Follow work plans	Organize tasks	Coordinate staff and contractor	Monitor results								
P <input type="checkbox"/> S <input type="checkbox"/> 4	P <input type="checkbox"/> S <input type="checkbox"/> 4	P <input type="checkbox"/> S <input type="checkbox"/> 4	P <input type="checkbox"/> S <input type="checkbox"/> 4	P <input type="checkbox"/> S <input type="checkbox"/> 4	P <input type="checkbox"/> S <input type="checkbox"/> 4									
	P <input type="checkbox"/> S <input type="checkbox"/> 4	P <input type="checkbox"/> S <input type="checkbox"/> 4	P <input type="checkbox"/> S <input type="checkbox"/> 4	P <input type="checkbox"/> S <input type="checkbox"/> 4	P <input type="checkbox"/> S <input type="checkbox"/> 4									
		<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 25%;">Evaluate results</td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td style="text-align: center;">P <input type="checkbox"/> S <input type="checkbox"/> 4</td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> </table>	Evaluate results						P <input type="checkbox"/> S <input type="checkbox"/> 4					
Evaluate results														
P <input type="checkbox"/> S <input type="checkbox"/> 4														
	Practice technical skills	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 25%;">Ability to read manuals and instructions</td> <td style="width: 25%;">Ability to complete basic reports</td> <td style="width: 25%;">Ability to deal with severe weather conditions</td> <td></td> </tr> <tr> <td style="text-align: center;">P <input type="checkbox"/> S <input type="checkbox"/> 4</td> <td style="text-align: center;">P <input type="checkbox"/> S <input type="checkbox"/> 4</td> <td style="text-align: center;">P <input type="checkbox"/> S <input type="checkbox"/> 5</td> <td></td> </tr> </table>	Ability to read manuals and instructions	Ability to complete basic reports	Ability to deal with severe weather conditions		P <input type="checkbox"/> S <input type="checkbox"/> 4	P <input type="checkbox"/> S <input type="checkbox"/> 4	P <input type="checkbox"/> S <input type="checkbox"/> 5					
Ability to read manuals and instructions	Ability to complete basic reports	Ability to deal with severe weather conditions												
P <input type="checkbox"/> S <input type="checkbox"/> 4	P <input type="checkbox"/> S <input type="checkbox"/> 4	P <input type="checkbox"/> S <input type="checkbox"/> 5												
	P <input type="checkbox"/> S <input type="checkbox"/> 4	P <input type="checkbox"/> S <input type="checkbox"/> 4	P <input type="checkbox"/> S <input type="checkbox"/> 5											

FIRE CREW BOSS

Training Needs Assessment Evaluation Form

Major Category	Skill	Subskill												
Communication	Use effective communication	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 16.6%;">Read and comprehend business documents</td> <td style="width: 16.6%;">Write clearly and concisely</td> <td style="width: 16.6%;">Practice listening skills</td> <td style="width: 16.6%;">Speak effectively</td> <td style="width: 16.6%;">Make presentations</td> <td style="width: 16.6%;">Demonstrate negotiation skills</td> </tr> <tr> <td>P <input type="checkbox"/> S <input type="checkbox"/> 4</td> <td>P <input type="checkbox"/> S <input type="checkbox"/> 3</td> <td>P <input type="checkbox"/> S <input type="checkbox"/> 5</td> <td>P <input type="checkbox"/> S <input type="checkbox"/> 4</td> <td>P <input type="checkbox"/> S <input type="checkbox"/> 3</td> <td>P <input type="checkbox"/> S <input type="checkbox"/> 3</td> </tr> </table>	Read and comprehend business documents	Write clearly and concisely	Practice listening skills	Speak effectively	Make presentations	Demonstrate negotiation skills	P <input type="checkbox"/> S <input type="checkbox"/> 4	P <input type="checkbox"/> S <input type="checkbox"/> 3	P <input type="checkbox"/> S <input type="checkbox"/> 5	P <input type="checkbox"/> S <input type="checkbox"/> 4	P <input type="checkbox"/> S <input type="checkbox"/> 3	P <input type="checkbox"/> S <input type="checkbox"/> 3
		Read and comprehend business documents	Write clearly and concisely	Practice listening skills	Speak effectively	Make presentations	Demonstrate negotiation skills							
P <input type="checkbox"/> S <input type="checkbox"/> 4	P <input type="checkbox"/> S <input type="checkbox"/> 3	P <input type="checkbox"/> S <input type="checkbox"/> 5	P <input type="checkbox"/> S <input type="checkbox"/> 4	P <input type="checkbox"/> S <input type="checkbox"/> 3	P <input type="checkbox"/> S <input type="checkbox"/> 3									
Professionalism	Demonstrate good work habits	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 16.6%;">Manage stress</td> <td style="width: 16.6%;">Take direction</td> <td style="width: 16.6%;">Be self-motivated</td> <td style="width: 16.6%;">Be depended-able</td> <td style="width: 16.6%;">Maintain confidentiality</td> <td style="width: 16.6%;">Make effective decisions</td> </tr> <tr> <td>P <input type="checkbox"/> S <input type="checkbox"/> 4</td> <td>P <input type="checkbox"/> S <input type="checkbox"/> 5</td> <td>P <input type="checkbox"/> S <input type="checkbox"/> 5</td> <td>P <input type="checkbox"/> S <input type="checkbox"/> 5</td> <td>P <input type="checkbox"/> S <input type="checkbox"/> 5</td> <td>P <input type="checkbox"/> S <input type="checkbox"/> 4</td> </tr> </table>	Manage stress	Take direction	Be self-motivated	Be depended-able	Maintain confidentiality	Make effective decisions	P <input type="checkbox"/> S <input type="checkbox"/> 4	P <input type="checkbox"/> S <input type="checkbox"/> 5	P <input type="checkbox"/> S <input type="checkbox"/> 5	P <input type="checkbox"/> S <input type="checkbox"/> 5	P <input type="checkbox"/> S <input type="checkbox"/> 5	P <input type="checkbox"/> S <input type="checkbox"/> 4
		Manage stress	Take direction	Be self-motivated	Be depended-able	Maintain confidentiality	Make effective decisions							
	P <input type="checkbox"/> S <input type="checkbox"/> 4	P <input type="checkbox"/> S <input type="checkbox"/> 5	P <input type="checkbox"/> S <input type="checkbox"/> 5	P <input type="checkbox"/> S <input type="checkbox"/> 5	P <input type="checkbox"/> S <input type="checkbox"/> 5	P <input type="checkbox"/> S <input type="checkbox"/> 4								
	Demonstrate good work habits	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 16.6%;">Manage time</td> <td style="width: 16.6%;">Perform related duties</td> <td style="width: 16.6%;">Be punctual</td> <td style="width: 16.6%;">Be flexible</td> <td style="width: 16.6%;">Be organized</td> <td style="width: 16.6%;">Work with minimal supervision</td> </tr> <tr> <td>P <input type="checkbox"/> S <input type="checkbox"/> 5</td> <td>P <input type="checkbox"/> S <input type="checkbox"/> 4</td> <td>P <input type="checkbox"/> S <input type="checkbox"/> 5</td> <td>P <input type="checkbox"/> S <input type="checkbox"/> 4</td> <td>P <input type="checkbox"/> S <input type="checkbox"/> 5</td> <td>P <input type="checkbox"/> S <input type="checkbox"/> 5</td> </tr> </table>	Manage time	Perform related duties	Be punctual	Be flexible	Be organized	Work with minimal supervision	P <input type="checkbox"/> S <input type="checkbox"/> 5	P <input type="checkbox"/> S <input type="checkbox"/> 4	P <input type="checkbox"/> S <input type="checkbox"/> 5	P <input type="checkbox"/> S <input type="checkbox"/> 4	P <input type="checkbox"/> S <input type="checkbox"/> 5	P <input type="checkbox"/> S <input type="checkbox"/> 5
		Manage time	Perform related duties	Be punctual	Be flexible	Be organized	Work with minimal supervision							
	P <input type="checkbox"/> S <input type="checkbox"/> 5	P <input type="checkbox"/> S <input type="checkbox"/> 4	P <input type="checkbox"/> S <input type="checkbox"/> 5	P <input type="checkbox"/> S <input type="checkbox"/> 4	P <input type="checkbox"/> S <input type="checkbox"/> 5	P <input type="checkbox"/> S <input type="checkbox"/> 5								
Demonstrate positive personal attributes and ethical behaviour	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 16.6%;">Meet deadlines</td> <td style="width: 16.6%;">Use analytical skills</td> <td style="width: 16.6%;">Be responsible</td> <td style="width: 16.6%;">Be a team player</td> <td style="width: 16.6%;"></td> <td style="width: 16.6%;"></td> </tr> <tr> <td>P <input type="checkbox"/> S <input type="checkbox"/> 5</td> <td>P <input type="checkbox"/> S <input type="checkbox"/> 5</td> <td>P <input type="checkbox"/> S <input type="checkbox"/> 5</td> <td>P <input type="checkbox"/> S <input type="checkbox"/> 5</td> <td></td> <td></td> </tr> </table>	Meet deadlines	Use analytical skills	Be responsible	Be a team player			P <input type="checkbox"/> S <input type="checkbox"/> 5	P <input type="checkbox"/> S <input type="checkbox"/> 5	P <input type="checkbox"/> S <input type="checkbox"/> 5	P <input type="checkbox"/> S <input type="checkbox"/> 5			
	Meet deadlines	Use analytical skills	Be responsible	Be a team player										
P <input type="checkbox"/> S <input type="checkbox"/> 5	P <input type="checkbox"/> S <input type="checkbox"/> 5	P <input type="checkbox"/> S <input type="checkbox"/> 5	P <input type="checkbox"/> S <input type="checkbox"/> 5											
Demonstrate positive personal attributes and ethical behaviour	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 16.6%;">Accept change</td> <td style="width: 16.6%;">Adapt to situations</td> <td style="width: 16.6%;">Compromise</td> <td style="width: 16.6%;">Separate personal and professional life</td> <td style="width: 16.6%;">Take training</td> <td style="width: 16.6%;">Be patient</td> </tr> <tr> <td>P <input type="checkbox"/> S <input type="checkbox"/> 5</td> <td>P <input type="checkbox"/> S <input type="checkbox"/> 4</td> <td>P <input type="checkbox"/> S <input type="checkbox"/> 5</td> <td>P <input type="checkbox"/> S <input type="checkbox"/> 5</td> <td>P <input type="checkbox"/> S <input type="checkbox"/> 5</td> <td>P <input type="checkbox"/> S <input type="checkbox"/> 5</td> </tr> </table>	Accept change	Adapt to situations	Compromise	Separate personal and professional life	Take training	Be patient	P <input type="checkbox"/> S <input type="checkbox"/> 5	P <input type="checkbox"/> S <input type="checkbox"/> 4	P <input type="checkbox"/> S <input type="checkbox"/> 5	P <input type="checkbox"/> S <input type="checkbox"/> 5	P <input type="checkbox"/> S <input type="checkbox"/> 5	P <input type="checkbox"/> S <input type="checkbox"/> 5	
	Accept change	Adapt to situations	Compromise	Separate personal and professional life	Take training	Be patient								
P <input type="checkbox"/> S <input type="checkbox"/> 5	P <input type="checkbox"/> S <input type="checkbox"/> 4	P <input type="checkbox"/> S <input type="checkbox"/> 5	P <input type="checkbox"/> S <input type="checkbox"/> 5	P <input type="checkbox"/> S <input type="checkbox"/> 5	P <input type="checkbox"/> S <input type="checkbox"/> 5									
Demonstrate positive personal attributes and ethical behaviour	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 16.6%;">Maintain a positive attitude</td> <td style="width: 16.6%;">Be honest</td> <td style="width: 16.6%;">Possess a sense of humour</td> <td style="width: 16.6%;"></td> <td style="width: 16.6%;"></td> <td style="width: 16.6%;"></td> </tr> <tr> <td>P <input type="checkbox"/> S <input type="checkbox"/> 5</td> <td>P <input type="checkbox"/> S <input type="checkbox"/> 5</td> <td>P <input type="checkbox"/> 4 S <input type="checkbox"/> 4</td> <td></td> <td></td> <td></td> </tr> </table>	Maintain a positive attitude	Be honest	Possess a sense of humour				P <input type="checkbox"/> S <input type="checkbox"/> 5	P <input type="checkbox"/> S <input type="checkbox"/> 5	P <input type="checkbox"/> 4 S <input type="checkbox"/> 4				
	Maintain a positive attitude	Be honest	Possess a sense of humour											
P <input type="checkbox"/> S <input type="checkbox"/> 5	P <input type="checkbox"/> S <input type="checkbox"/> 5	P <input type="checkbox"/> 4 S <input type="checkbox"/> 4												

FIRE CREW BOSS

Training Needs Assessment Evaluation Form

Major Category	Skill	Subskill																															
Professionalism	Respect self and others	Display tact				Cooperate with others				Respond positively to others				Be courteous																			
		P		S	5	P		S	5	P		S	5	P		S	4																

FIRE CREW BOSS
Training Needs Assessment Evaluation Form

Comments:

1. Supervisor's Comments

2. Expectations For The Coming Year/Workplan

FIRE CREW BOSS
Training Needs Assessment Evaluation Form

3. Employee Goals And Objectives

4. Career Goals

FIRE CREW BOSS Training Needs Assessment Evaluation Form

5. Recommended Training

6. Employee Comments

Employee:	Supervisor:
Title:	Title:
Signature:	Signature:
Date:	Date: