



Candidate: _____

Successful

Evaluator: _____

Unsuccessful

Date: _____

1021-PRODUCT-06

Standard:	NFPA 1021 – 2020 edition – 4.2.6
Task:	Coordinate the completion of assigned tasks and projects by members.
Performance Outcome:	The assignments are prioritized, a plan for the completion of each assignment is developed, and members are assigned to specific tasks and both supervised during and held accountable for the completion of the assignments.
Conditions:	Given a list of projects and tasks and the job requirements of subordinates.
Candidate Directive:	“Using the list of tasks and projects provided, create and execute a plan for prioritization and completion of the tasks, and for supervising members during completion of the task. Ensure that members are held accountable for the completion of the assignments.”

NO.	TASK STEPS	CRITERIA				Points
		4	3	2	1	
1	Plan was created	Plan effectively assigned tasks	Plan mostly effectively assigned tasks	Plan somewhat effectively assigned tasks	Plan did not effectively assign tasks	
2	Members were supervised	Supervision was adequate	Supervision was mostly adequate	Supervision was somewhat adequate	Supervision was inadequate	

Evaluator/Candidate Comments:

Candidate (print and sign)

Date

Evaluator (print and sign)

Date