

## **Probationary Evaluation Form Instructions** (08/20/14)

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The Lincoln Fire & Rescue Department Training Division has developed an evaluation program for Probationary Firefighters (PFs). This evaluation process involves rating a fire candidate in ten areas. Each candidate will be evaluated each work shift throughout the training period. This evaluation is intended to let the candidate know where they stand as a probationary firefighter.

Listed below is the criterion that is used for rating probationary firefighters in the ten areas. The rating scale is used with satisfactory, unsatisfactory and N/A (not applicable) category. Include comments if the probationary firefighter receives an unsatisfactory and complete the probationary firefighter counseling form if the probationary firefighter demonstrates unsatisfactory performance over two shifts.

1. **Effective Use of Down Time:** The probationary firefighter is evaluated in this area based on his/her self discipline and self motivation.

Unsatisfactory: Lacks self discipline, initiative and/or motivation to study and train.

Satisfactory: Spends down time studying, initiates training, reads MP/RS and seeks extra knowledge.

2. **Firefighter Skills Performance:** The probationary firefighter is evaluated by performing skills throughout the training process.

Unsatisfactory: Below average performance on one or more firefighting skills. May include safety issues, lack of proficiency, or time management.

Satisfactory: Able to perform all skills in a safe, proficient, and timely manner.

3. **Work Ethic:** The probationary firefighter is evaluated on his or her willingness to work.

Unsatisfactory: Probationary firefighter avoids work, stands around, or requires prompting to assist.

Satisfactory: Is willing and eager to work without direction from peers or supervisor.

4. **Appearance:** This rating is based upon LFRs MP for physical appearance, hair, clothes, shoes, and hygiene.

Unsatisfactory: Violates the MP or displays an unprofessional appearance.

Satisfactory: Meets LFR expectations.

5. **Physical Ability:** The probationary firefighter is evaluated throughout the training process on physical ability. This includes fitness and the ability to perform evolutions.

Unsatisfactory: Does not take advantage of down time to engage in physical fitness and/or is unable to perform skills due to lack of physical ability.

Satisfactory: Completes daily fitness and is physically capable of performing firefighting and EMS skills.

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6. **Attitude/Teamwork:** The probationary firefighter is rated on his/her acceptance of feedback, general attitude towards firefighting/EMS, desire to improve, and ability to work as part of a team.

Unsatisfactory: Displays poor attitude towards department activities, or participates with little enthusiasm.

Satisfactory: Displays a positive attitude demonstrating a willingness to participate, learn, and contribute to the team.

7. **Performance Under Stress:** The probationary firefighter is rated on his/her performance under stressful conditions.

Unsatisfactory: Performs poorly in stressful conditions.

Satisfactory: Performs to expectations and maintains professionalism when exposed to stressful conditions.

8. **Care of Equipment:** The probationary firefighter is evaluated on how he/she takes care of equipment and completes daily documentation requirements (AmbuTrak, Narcotic Book, etc.).

Unsatisfactory: Fails to complete daily equipment checks or documentation, does not restock equipment, clean equipment, or maintain a state of readiness without prompting.

Satisfactory: Completes daily checks and documentation, keeps equipment stocked and clean, and maintains state of readiness with own self initiative.

9. **Arrival Time:**

Unsatisfactory: The probationary firefighter arrived at 0700 or later.

Satisfactory: The probationary firefighter arrived prior to 0700.

10. **Medical Call Performance:** The probationary firefighter is evaluated on their ability to engage in EMS assessments and skills.

Unsatisfactory: Below average performance in assessments, and skills. Does not know or understand LFR EMS protocols.

Satisfactory: Is able to complete assessments and perform skills without assistance. Demonstrates leadership and competency with LFR EMS protocols.