



**Des Plaines Fire Department
Probationary Firefighter Training Program - Daily Evaluation Form**



Firefighter Name	Shift/ Station:	Date:
Company Officer:	Position/ Company Assigned for Shift:	

Rating Criteria:

N/A – Not observed this shift 1 – Improvement Needed 2 – Borderline or inconsistent
3 – Competent 4 – Above Average

General Evaluation

Rating	Evaluation Factor
	1. Appears clean, neat, well groomed, wearing appropriate uniform and in appropriate condition. Good personal hygiene and grooming.
	2. Works safely using all assigned PPE and identifies and manages any potential hazards.
	3. Establishes and maintains rapport with crew and general public.
	4. Exercises initiative where opportunity for self-directed work, study and professional development exist.
	5. Establishes appropriate working relationships with all team members (i.e., fire, police and ems personnel)
	6. Assumes role of team member. Is willing to accept responsibility for ones self and carries own load.
	7. Communicates information effectively, asks appropriate questions for purpose of clarification and understanding. Acts on requests and can function on own if required. Speaks clearly, concisely and is easily understood.
	8. Accepts coaching in a positive manner and immediately modifies behavior as requested; participates in all phases of shift duties; takes advantage of learning opportunities.
	9. Possess adequate time management skills. Able to complete non-emergency and routine tasks assigned.
	10. Knowledge of work. General job knowledge including streets, buildings, information management, department procedures.
	11. General attitude towards position. Willing to take on more work, responsibility and knowledge. Continues to train and learn position.
	12. Self-disciplined, resourceful, takes on and follows through on tasks without constant supervision; Strives for excellence in all areas of fire and EMS calls.



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Emergency Scene Operations

Rating	Evaluation Factor
	1) Operates safely during emergency operations and is knowledgeable of roles and responsibility during incidents.
	2) Initiates proper action(s) for situation at hand. Initiative is consistent with department SOG's and other appropriate policy. General knowledge of actions required is adequate for level of employment.
	3) Performs well under stress, uses good judgment in critical situations. Acts decisively and is able to ask for instruction on tasks or assignments they are unfamiliar with.
	4) Accurately reports all pertinent information in a systematic manner. Completes reports as required with attention to detail. Reports are completed in a timely fashion.
	5) General skill level evaluation for emergency responses on this tour of duty: Be specific with commentary on areas that need additional attention or training.

Number of Responses This Tour of Duty

Fire Responses _____ EM S Responses _____ Rescue Responses _____ Other _____

Scheduled training for shift completed:

Company Officer

Probationary Firefighter



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Probationary Firefighter Narrative Area

<p>Describe your actions and responsibilities during emergency responses for the shift.</p>	
<p>What additional, self-initiated training or on-the-job learning did you complete today?</p>	
<p>What challenges did you face today that you needed to seek guidance from another crew member on?</p>	
<p>In general, how did you contribute to the success of the shift in non-emergency and emergency situations?</p>	