

# White Mountain Apache Fire & Rescue

## Full-Time Firefighter Monthly Probationary Report/Evaluation



### Review Information

Name: \_\_\_\_\_ Captain: \_\_\_\_\_  
 Date: \_\_\_\_\_ Review Period: \_\_\_\_\_

### Guidelines

Complete this review, using the following scale:

- NA = Not Applicable
- 1 = Unacceptable\*
- 2 = Needs Improvement/Below Average
- 3 = Meets Requirement/Average
- 4 = Exceeds Requirement/Above Average
- 5 = Exceptional\*
- \* - Any score of 1 or 5 must have the comments section filled out justifying the score

### Communication

(5) = Exceptional      (4) = Exceeds Requirements      (3) = Meets Requirements      (2) = Needs Improvement      (1) = Unacceptable

Listening skills  
 Communicates effectively  
     *Verbal communications*  
     *Written communications such as reports*  
     *E-mail etiquette*  
     *Telephone etiquette*

**Comments:**

### Knowledge, Skills, and Abilities

(5) = Exceptional      (4) = Exceeds Requirements      (3) = Meets Requirements      (2) = Needs Improvement      (1) = Unacceptable

Firefighting skills  
 EMS skills  
 Station duties  
 Demonstrates appropriate knowledge  
 Safety  
 Apparatus operator skills

**Comments:**

## Relationships

(5) = Exceptional      (4) = Exceeds Requirements      (3) = Meets Requirements      (2) = Needs Improvement      (1) = Unacceptable

Customer service  
Sets aside personal biases and wants  
Ability to follow direction  
Loyalty and trustworthiness  
Engages in gossip  
Appropriately follows the chain-of-command  
Anticipates crew's needs on and off scene

**Comments:**

## Training

(5) = Exceptional      (4) = Exceeds Requirements      (3) = Meets Requirements      (2) = Needs Improvement      (1) = Unacceptable

Trains each shift  
Up-to-date on EMS CE  
Has a training plan/goals in place  
Attitude towards training  
Task book progress is appropriate  
Daily Shift Evaluation forms are up-to-date

**Comments:**

## Productivity

(5) = Exceptional      (4) = Exceeds Requirements      (3) = Meets Requirements      (2) = Needs Improvement      (1) = Unacceptable

Work ethic  
Uses "down time" productively  
Initiative  
Works smarter, not harder  
Looks for efficiencies  
Completes tasks

**Comments:**

## Personal Development

(5) = Exceptional      (4) = Exceeds Requirements      (3) = Meets Requirements      (2) = Needs Improvement      (1) = Unacceptable

Even-tempered under pressure  
Sets high standards for self  
Sets challenging goals

**Comments:**

## Behavior

(5) = Exceptional      (4) = Exceeds Requirements      (3) = Meets Requirements      (2) = Needs Improvement      (1) = Unacceptable

Has Positive Outlook (crew, job, etc.)  
Cooperative with Others  
Considerate of Others  
Respectful to Mgmt./Others  
Understand Position/Level  
Takes Criticism Wells

**Comments:**

## Appearance

(5) = Exceptional      (4) = Exceeds Requirements      (3) = Meets Requirements      (2) = Needs Improvement      (1) = Unacceptable

Wears Approved Uniforms

Professional Uniform Appearance

Well groomed (haircut, beard, etc.)

Enhancements minimal (makeup, etc.)

**Comments:**

### ***Review***

*By signing this form, you confirm that you have discussed this review in detail with your supervisor. Signing this form does not necessarily indicate that you agree with this evaluation. This form is to be forwarded through the chain-of-command and will reside in your training file.*

Employee's Signature

Date

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Captain's Signature

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Date

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Deputy Chief's Signature

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Date

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