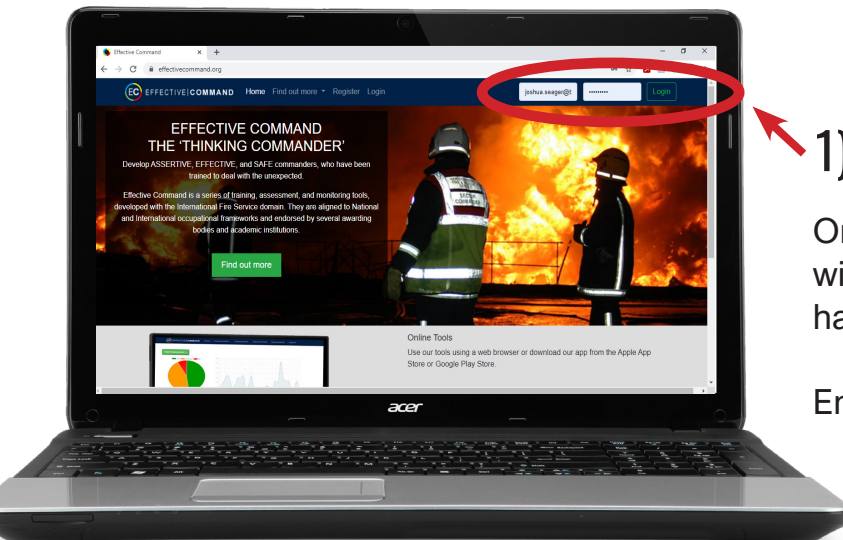


# Incident Command Assessment Reports

## Step-by-step 'how to' guide - Page 1

Thank you for choosing the Effective Command online training and assessment platform for Incident Command. The purpose of this document is to provide Incident Command Assessors with a brief, step-by-step guide in the completion of formal assessment reports.

The Effective Command platform is web-based and can be found at [www.effectivecommand.org](http://www.effectivecommand.org). To access the system, you will be required to login. A separate email will be sent to you following the creation of your online account.



### 1) Logging in to Effective Command

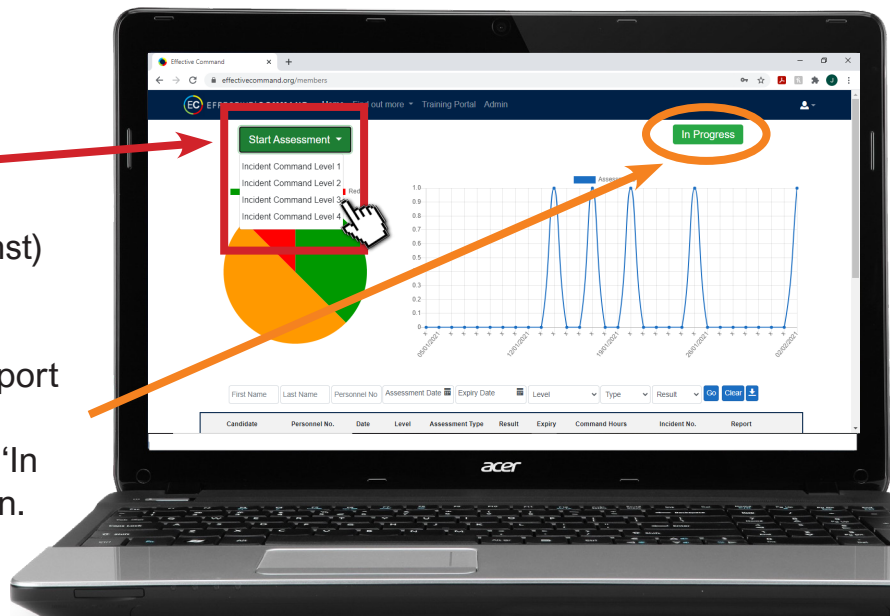
On the Effective Command homepage, you will see the option for login in the top right hand corner of the screen (circled in red).

Enter your login credentials and click 'Login'.

### 2) Start a new assessment report

Click the 'Start Assessment' box on the left of the screen and select the Incident Command Level (you are assessing against) from the drop down menu.

If you are visiting the site to continue a report you have previously saved (see point 4 of this guide), you can find this by using the 'In Progress' button on the right of the screen.

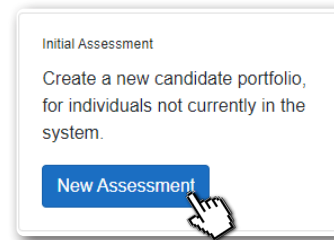
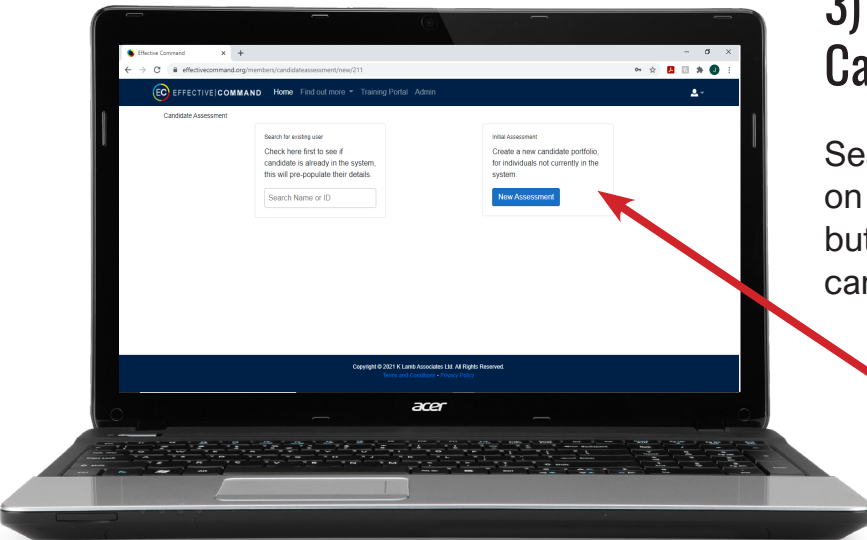


# Incident Command Assessment Reports

## Step-by-step 'how to' guide - Page 2

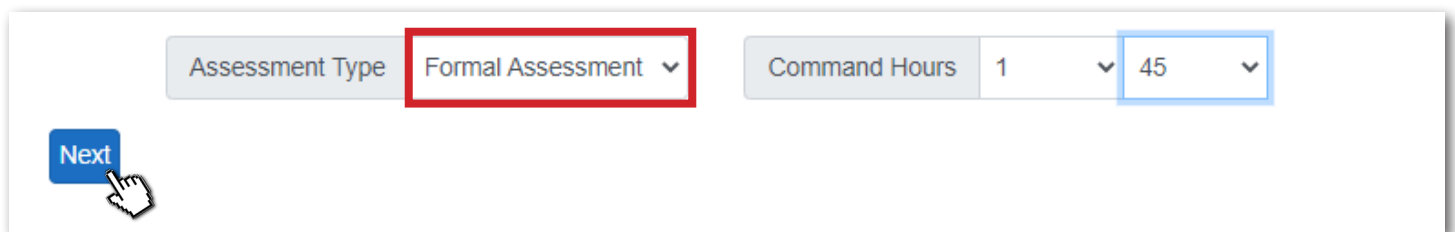
### 3) Search for or create new Candidate portfolio

Search for existing candidates in the box on the left or click the 'New Assessment' button (shown below) to start a new candidate record.



Once you have clicked this button, a new screen will open where you can add the candidate's details. There is **no need to complete this whole form**. Please include the candidate's:

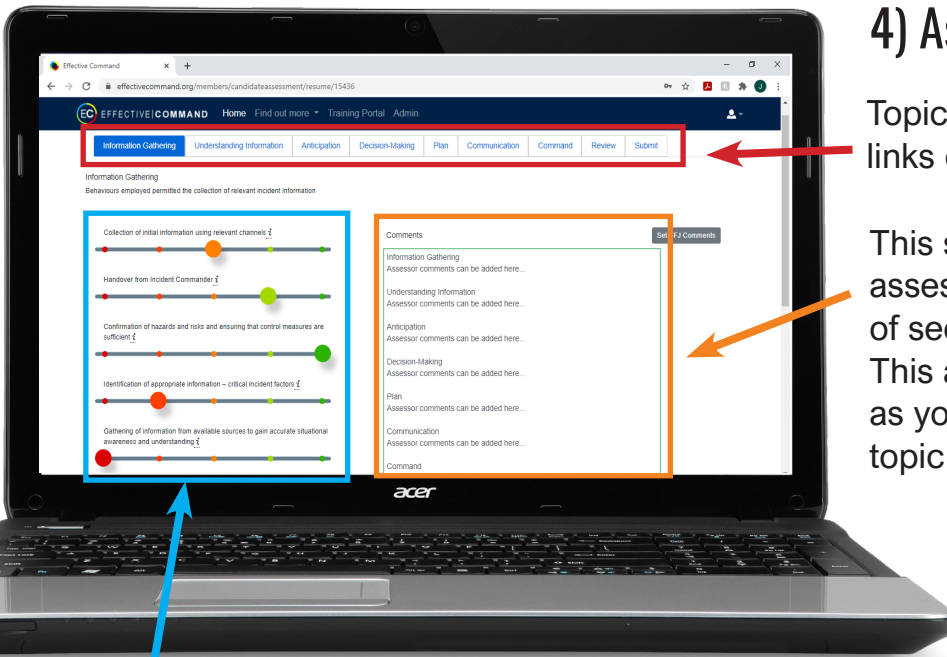
- First Name
- Surname
- Position (Rank)
- Date of Assessment
- Assessment Type (please select 'Formal Assessment' from dropdown box)
- Command Hours (Approx. duration of their practical assessment)



Once this has been completed, please click 'Next'.

# Incident Command Assessment Reports

## Step-by-step 'how to' guide - Page 3



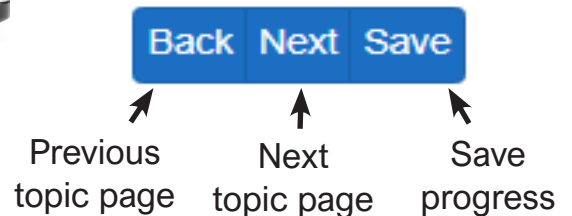
### 4) Assessment report navigation

Topic areas covered in the report. These links can be clicked to visit each topic page.

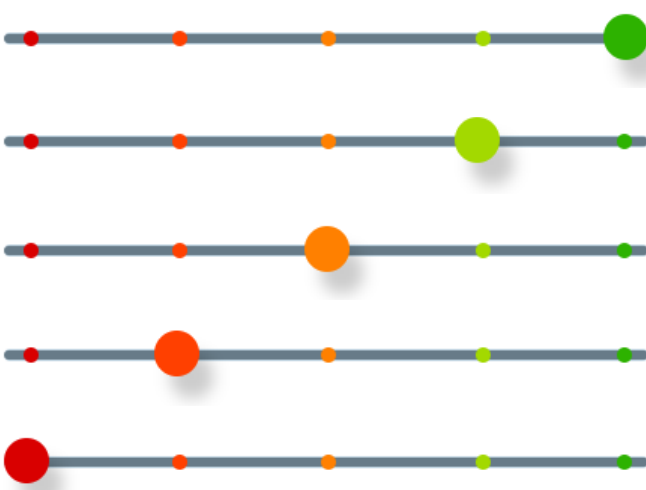
This section can be used to add written assessor comments. There are a number of section headings which act as a guide. This area of the page remains unchanged as you proceed through the individual topic pages of the report.

Each assessed topic is broken down into a number of criteria. These are individually scored using the sliding scale.

At bottom of each page...



### Sliding scale scoring guide



Candidate demonstrated exceptional and/or exemplary performance in this criteria.

Candidate showed a strong performance in this criteria.

Candidate performed to a satisfactory level in this criteria and/or criteria N/A\*

Candidate did not meet the required standard for this criteria. Development may be required.

Candidate completely failed to perform this criteria and/or safety critical event.

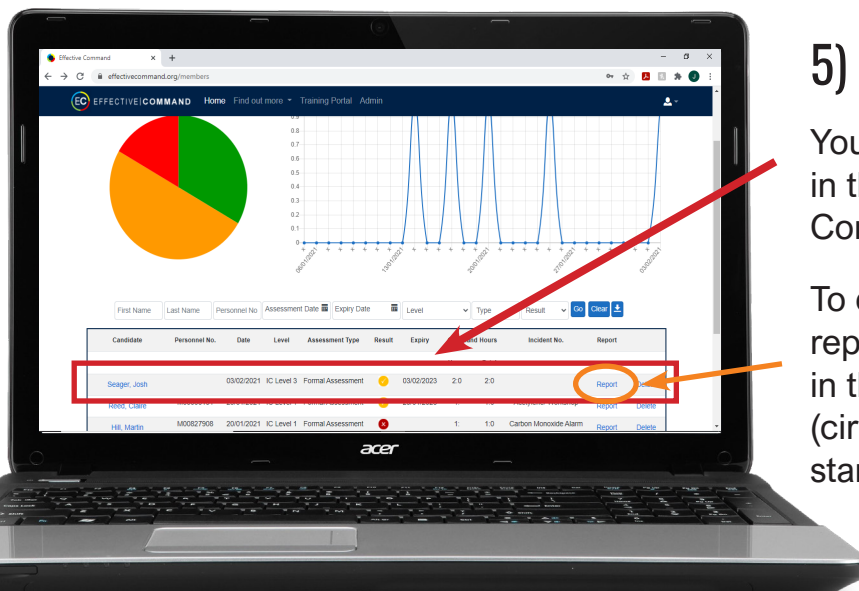
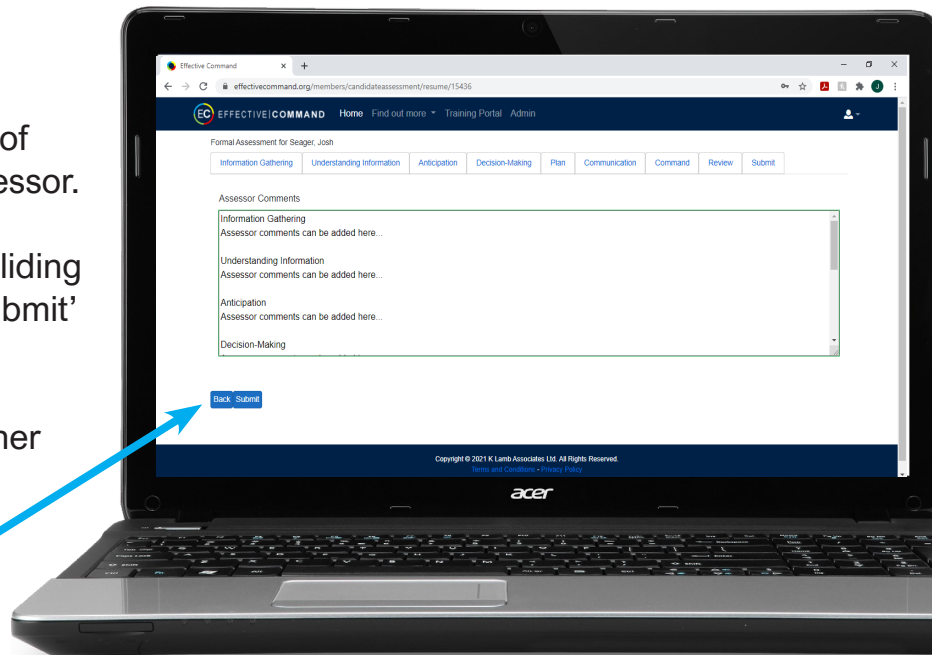
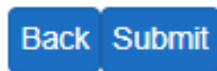
# Incident Command Assessment Reports

Step-by-step 'how to' guide - Page 4

## 4) Review comments & submit

The final page of the report displays all of the written comments made by the assessor. Once you have reviewed these and are happy with the scores given using the sliding scales on each topic page, click the 'Submit' button at the bottom of the screen.

\*Once you have clicked submit, no further changes can be made to your report!



## 5) Downloading your report

Your assessment report will now show in the table at the bottom of the Effective Command home screen.

To download a PDF copy of your assessor's report, please click the 'Report' button in the same row as the candidate's name (circled in orange). The download should start immediately.

## Further Questions?

If you have any further questions about the Effective Command platform - or experience issues accessing/ using your account, please contact us by emailing [katherine@klambassociates.com](mailto:katherine@klambassociates.com) and we will be happy to provide further assistance.