



Changes to the Captains Promotional Process

Last updated:
February 2023



Prepare • Respond • Impact

Summary of Changes

Changes have been made to the Captains Promotional Process, per recommendations received from the Promotional Process Ad Hoc committee and approved by Admin. The following is a summary list of the changes, which will be detailed in the following slides.

Modify weights granted to different components throughout the process

Move the resume component from the second to first phase

Implement a standardized resume format

Implement a grading rubric to assign standardized points to candidates' resume elements

New Component Weights

PHASE 1	30% of Total Score
<u>Written Examination</u> -Part 1 (Textbook Material, Policies, Procedures, etc.) -Part 2 (Ergometrics FireTEAM Promote)	<u>40% of Phase 1 score</u> 60% of Written Exam score 40% of Written Exam score
Management Exercise #1	40% of Phase 1 score
Resume	20% of Phase 1 score
PHASE 2	65% of Total Score
Tactical Exercise	30% of Phase 2 score
Interview	30% of Phase 2 score
Management Exercise #2	25% of Phase 2 score
Written Exercise (“Inbox”)	15% of Phase 2 Score
SENIORITY	5% of Total Score



Resume Packet

Each candidate will assemble their resume packet following a standardized template. Every candidate's resume packet must include the items below, which will be detailed in the following slides.

- Resume
- Verification of degree
- Verification of current and previously held specialties
- Validation of committee work, support work, and/or instructor assignments

Candidates must submit their complete resume packet at the time of application.

Standardized Resume

All candidates will use a standardized resume template in which they will present their individual information. The template is available on the Captain Promotional Process page of Firehome.

A sample resume is pictured at right, use for reference only.

JOE Q. FIREFIGHTER

P: 801-555-1234

E: joe.q.firefighter@slcgov.com

123 Main Street

Salt Lake City, UT 84123

Hire Date: January 1, 2010

Firefighter / Paramedic at Station 1, A Platoon

EDUCATION

- Fire Officer I
Utah Fire Rescue Academy, January 2019
- Bachelor of Science, Fire Science
Utah Valley University, May 2012

SPECIALTIES

- Paramedic (primary), June 2015 – present
- Heavy Rescue Technician (secondary), June 2015 – July 2017

SUPPORT WORK

- Medical Division Training Coordinator, July 2017 – July 2019
Supervisor: Capt. Michael T. Johnson

COMMITTEE WORK

- EMS Committee, June 2015 – June 2017
Committee Chair: FF/PM Jane A. Public
- Paramedic Ad Hoc Committee, June 2016 – June 2018
Committee Chair: BC Robert Smith

Standardized Resume Instructions

- Use Times New Roman font, sizes as indicated in the section descriptions to follow, font color black
- Use “Normal” margins (1” on top, bottom, left, and right sides)
- No images, graphics, backgrounds, or extraneous objects
- Use spacing of 1.08 between lines, 0pt before sections, 0pt after sections. Include one blank line between sections.
- When printed, resumes should be no longer than 2 single-sided pages.
- Candidates will be scored on technical competency, including: grammar, punctuation, spelling, ability to follow instructions, accuracy of information presented, and adherence to the template.

Standardized Resume Sections

A candidate's resume may include a maximum of six sections, as listed below. Required sections marked below must be included on all candidate resumes. Sections marked optional, in which the candidate is eligible, may be included at the candidate's discretion. If a candidate elects to include any optional section, the section must be complete, including all items listed in the following descriptions provided. If a candidate elects not to include any optional section, the entire section shall be excluded. Raters will provide scores based only on the information presented in the candidate's resume.

1. Candidate Info	Required
2. Education	Required
3. Specialties	Optional
4. Support Work	Optional
5. Committee Work	Optional
6. Instructor Assignments	Optional

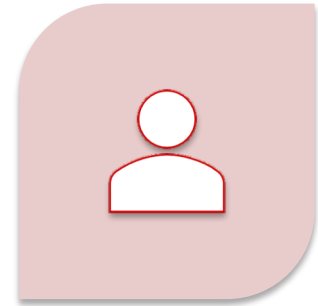
Standardized Resume: Candidate Info



CANDIDATE FULL
NAME (14 PT. FONT)



CANDIDATE CONTACT
INFORMATION (12 PT.
FONT)



CANDIDATE CURRENT
POSITION (12 PT.
FONT)

**Standardized
Resume:
Education**

Section Heading
EDUCATION (14 pt. font)

Degree(s) obtained (12 pt. font)
use one bullet per certification listed

Degree awarded date (12 pt. font)

Institution that conferred degree (12 pt. font)

Optional: include a 1-sentence description
of the degree (12 pt. font)

**Standardized
Resume:
Specialties**

Section heading
SPECIALTIES (14 pt. font)

Specialty certification(s) held (12 pt. font)
use one bullet per certification listed

Duration of specialty certification (12 pt.
font)

Indicator of primary/secondary specialty (12
pt. font)

**Standardized
Resume:
Support
Work**

Section heading
SUPPORT WORK (14 pt. font)

Title of position(s) held (12 pt. font)
use one bullet per position/assignment listed

Duration of support work assignment (12 pt. font)

Name and rank of direct supervisor for support position (12 pt. font)

**Standardized
Resume:
Committee
Work**

Section heading
COMMITTEE WORK (14 pt. font)

Name of committee on which the candidate
has served (12 pt. font)
use one bullet per committee listed

Duration of each committee assignment (12
pt. font)

Name and rank of committee chair (12 pt.
font)

**Standardized
Resume:
Instructor
Assignments**

Section heading
INSTRUCTOR ASSIGNMENTS (14 pt. font)

Classes instructed (lead or adjunct) by the
candidate (12 pt. font)
use one bullet per assignment listed

Indication of the instructor type: lead or
adjunct (12 pt. font)

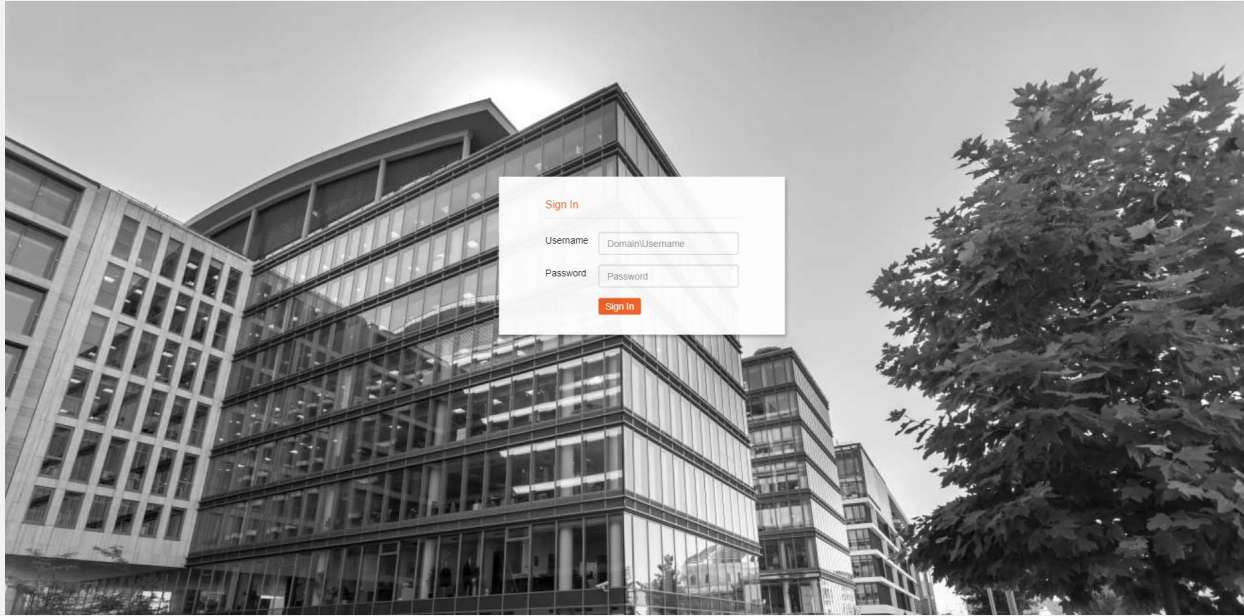
Duration of instructor assignment (12 pt.
font)

Name Training Division Chief at the time the
assignment ended (12 pt. font)

Resume Verification

Candidates **must** verify all claims made on their resume. Acceptable verification methods are listed below. Claims made on resume that are not verified using the methods listed below will not be considered for scoring by the raters.

Resume Claim Type	Acceptable Verification
Education	Copy of degree(s)
Current specialty certification(s)	Copy of Target Solutions credential OR Copy of certificate awarded at the completion of specialty training
Previous specialty certification(s)	Detailed employee history from Employee Online OR Copy of certificate awarded at the completion of specialty training
Support Work	Completed JotForm Validation
Committee Work	Completed JotForm Validation
Instructor Assignment	Completed JotForm Validation



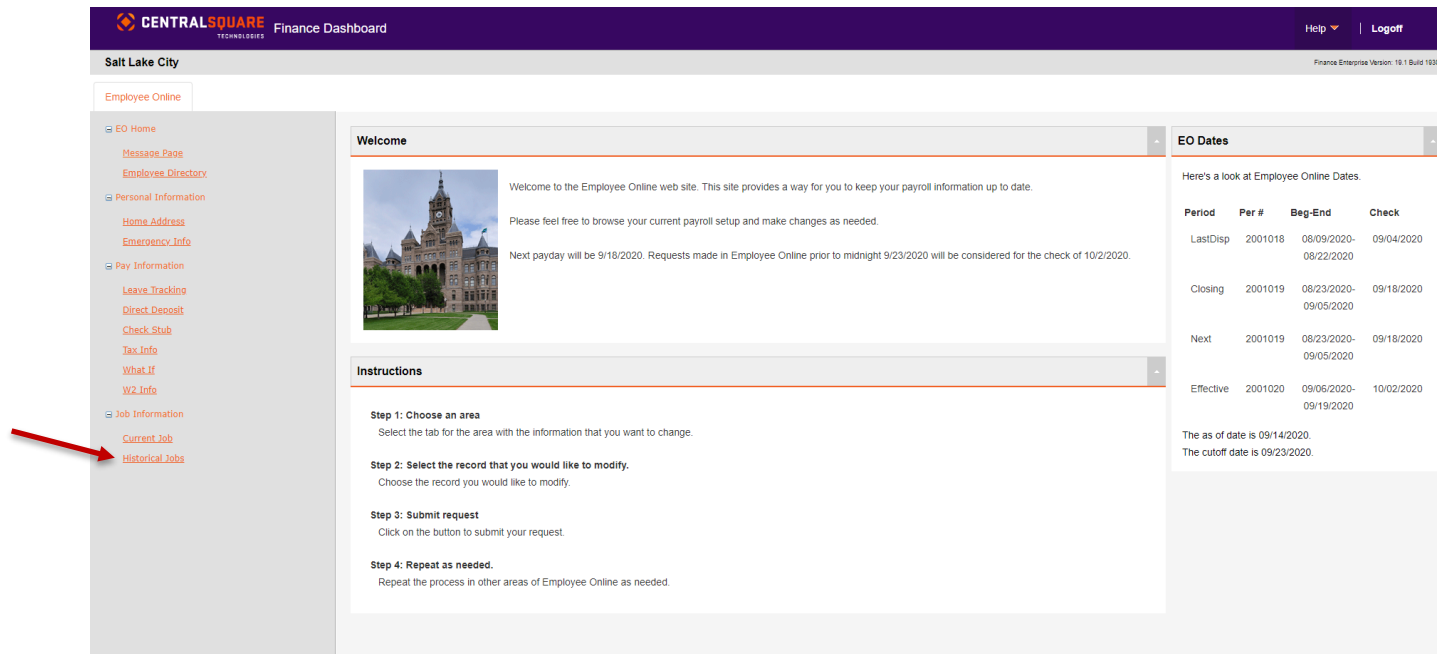
Resume Verification: Employee Online

To obtain a detailed employee history, candidates should access Employee Online.

1. Log in to Employee Online – link on Firehome
 - Your Employee Online username is “SLCNT\” followed by your SLC login (for ex: kj9073)
 - Your Employee Online password is the same as your SLC computer login password
 - You must access Employee Online from a computer on the SLC network

Resume Verification: Employee Online

2. Select “Historical Jobs” from Employee Online menu



The screenshot displays the CentralSquare Finance Dashboard for Salt Lake City. The top navigation bar includes the logo, 'Salt Lake City', and links for 'Help' and 'Logoff'. The main content area is titled 'Employee Online' and features a left-hand navigation menu with the following items: EO Home, Message Page, Employee Directory, Personal Information, Home Address, Emergency Info, Pay Information, Leave Tracking, Direct Deposit, Check Stub, Tax Info, What If, W2 Info, Job Information, Current Job, and Historical Jobs. A red arrow points to the 'Historical Jobs' link. The main content area is divided into three sections: 'Welcome', 'Instructions', and 'EO Dates'. The 'Welcome' section contains a photograph of a building and text stating: 'Welcome to the Employee Online web site. This site provides a way for you to keep your payroll information up to date. Please feel free to browse your current payroll setup and make changes as needed. Next payday will be 9/18/2020. Requests made in Employee Online prior to midnight 9/23/2020 will be considered for the check of 10/2/2020.' The 'Instructions' section lists four steps: Step 1: Choose an area; Step 2: Select the record that you would like to modify; Step 3: Submit request; and Step 4: Repeat as needed. The 'EO Dates' section contains a table with the following data:

Period	Per #	Beg-End	Check
LastDisp	2001018	08/09/2020-08/22/2020	09/04/2020
Closing	2001019	08/23/2020-09/05/2020	09/18/2020
Next	2001019	08/23/2020-09/05/2020	09/18/2020
Effective	2001020	09/06/2020-09/19/2020	10/02/2020

Below the table, it states: 'The as of date is 09/14/2020. The cutoff date is 09/23/2020.'

Resume Verification: Employee Online

- The employee's list of positions held within SLCFD will appear (example* shown below). Print and submit with Resume Packet.

CENTRAL SQUARE TECHNOLOGIES Finance Dashboard Help | Logout

Salt Lake City Finance Enterprise Version: 10.1 Build 19308

Employee Online

- W2 Info
- Job Information
- Current Job
- Historical Jobs

1008054019	FIREFIGHTER-89	415	415C	12/24/2000 - 6/23/2001
1008054019	FIREFIGHTER-89	415	415C	6/24/2001 - 9/13/2001
1008054019	FIREFIGHTER-89	415	415D	9/14/2001 - 12/22/2001
1008054019	FIREFIGHTER-89	415	415D	12/23/2001 - 6/30/2002
1008054019	FIREFIGHTER-89	415	415D	7/1/2002 - 9/14/2002
1008054019	FIREFIGHTER-89	415	415E	9/15/2002 - 4/12/2003
1008054019	FIREFIGHTER-89	415	415E	4/13/2003 - 4/27/2003
1008087067	FIREFIGHTER/PARAMEDIC	420	420E	4/28/2003 - 6/21/2003
1008087067	FIREFIGHTER/PARAMEDIC	420	420E	6/22/2003 - 9/13/2003
1008087067	FIREFIGHTER/PARAMEDIC	420	420F	9/14/2003 - 6/30/2004
1008087067	FIREFIGHTER/PARAMEDIC	420	420F	7/1/2004 - 9/13/2004
1008087067	FIREFIGHTER/PARAMEDIC	420	420G	9/14/2004 - 6/18/2005
1008087067	FIREFIGHTER/PARAMEDIC	420	420G	6/19/2005 - 9/13/2005
1008087067	FIREFIGHTER/PARAMEDIC	420	420H	9/14/2005 - 12/31/2005
1008087067	FIREFIGHTER/PARAMEDIC	420	420H	1/1/2006 - 6/30/2006
1008087067	FIREFIGHTER/PARAMEDIC	420	420H	7/1/2006 - 9/13/2006
1008087067	FIREFIGHTER/PARAMEDIC	420	420I	9/14/2006 - 12/31/2006
1008087067	FIREFIGHTER/PARAMEDIC	420	420I	1/1/2007 - 6/30/2007
1008087067	FIREFIGHTER/PARAMEDIC	420	420I	7/1/2007 - 9/13/2007
1008087067	FIREFIGHTER/PARAMEDIC	420	420J	9/14/2007 - 6/28/2008
1008087067	FIREFIGHTER/PARAMEDIC	420	420J	6/29/2008 - 9/13/2008
1008087067	FIREFIGHTER/PARAMEDIC	420	420K	9/14/2008 - 6/30/2009
1008040023	CAPTAIN-FIRE-83	901	901A	7/1/2009 - 6/30/2010
1008040023	CAPTAIN-FIRE-83	030	030X	7/1/2010 - 6/25/2011

* Note: due to varying screen sizes, etc., your screen/printout may look a little different than that pictured above, which will not be an issue as long as you confirm the same information is reflected.

Resume Verification: JotForm Validation

Candidates must request validation for any Support Work, Committee, and/or Instructor assignments using the JotForm. A link to the JotForm is on the Captain Promotional Process page on Firehome. One validation form is required for each Support Work, Committee, and Instructor assignment claimed by the candidate on their resume. A validation JotForm is considered complete once the validator has responded accordingly.

Validation Type	Validator
Support Work	Supervisor or Division Chief to whom the candidate reported while operating in support position
Committee Work	At the time of the candidate's service on the committee: the person who chaired the committee OR the Division/Battalion Chief with oversight of the committee
Instructor Assignment	Training Division Chief

Standardized Resume Scoring

Raters will use the scoresheet (pictured at left) to evaluate and award points to each candidate based on their resume packets. Points are awarded only for items listed and only for items for which the candidate has provided verification.

SLCFD Captains' Promotional Resume Score Sheet

Candidate Name _____

Scored Date _____

Rater #1 name _____

Rater #2 name _____

Rater #3 name _____

Technical Score				
Category	Rater #1 Points	Rater #2 Points	Rater #3 Points	Points Possible
Grammar / Punctuation				1
Spelling				1
Follows instructions				1
Adhere to template				1
Accuracy				1
Total				5 MAX

Education				
Degree Type	Rater #1 Points	Rater #2 Points	Rater #3 Points	Points Possible
Bachelors				5
Masters				10
PHD				12.5
NFA				
EFO				2.5
MFO				2.5
Total				20 MAX

Specialties				
Primary / Current (worked in for 2 years)	Rater #1 Points	Rater #2 Points	Rater #3 Points	Points Possible
PM				10
ENG				5
ARFF				5
HRT				5
HAZMAT				5
INV				5
Inspector				5
Secondary (worked in for 2 years)	Rater #1 Points	Rater #2 Points	Rater #3 Points	Points Possible
HRT				2.5
SWR				2.5
INV				2.5
HAZMAT				2.5
ARFF				2.5
Previously Held Specialties (worked in for 2 years)	Rater #1 Points	Rater #2 Points	Rater #3 Points	Points Possible
HRT				1
SWR				1
INV				1
HAZMAT				1
ARFF				1
Longevity (years in primary specialty over 2)				1 per year
Longevity (years in secondary specialty over 2)				1 per year
Total				25 MAX

*Above verified by Candidate using Employee Online

SLCFD Captains' Promotional Resume Score Sheet

Candidate Name _____

Support Work				
Time served	Rater #1 Points	Rater #2 Points	Rater #3 Points	Points Possible
2 years				10
10-18 months				5
3-9 months				2
Longevity				1/year
Total				25 MAX

Committee Work				
Committee Type	Rater #1 Points	Rater #2 Points	Rater #3 Points	Points Possible
Honor Guard				2
Standing				2
Non-Standing				2
Ad hoc				1
Total (All are per 2 years served up to the max)				15 MAX

Instructor Assignments (per class)				
Assignments (Lead/Adjunct)	Rater #1 Points	Rater #2 Points	Rater #3 Points	Points Possible
Recruit School Adjunct				5
Engineer				2 lead/1 adj.
HazMat				2 lead/1 adj.
HRT				2 lead/1 adj.
ARFF				1 lead/5 adj.
SWR				1 lead/5 adj.
Platoon Training Coordinator (per 2 years served up to the max)				1
Total				15 MAX

Total of all sections				105 MAX
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Questions?

This concludes the summary of changes being implemented for the upcoming 2023 Captains Promotional Process. These changes, along with all other requirements for the process, will be detailed in the formal Captains Promotional Process announcement. The announcement will include the application period for candidates' reference.

Questions about this material should be submitted using the link on the Captain Promotional Process page on Firehome.

Good luck to all those participating in the process

