

Prep Guide Questions (ME):

General

1. Does each portion of the Management exercise run concurrently one right after the other or will we have a short break between each section?
 - The management exercises will run consecutively, one immediately after the other with 1-minute breaks in between.
2. In the 3rd section of the management exercise, counseling a subordinate will the video be broadcasting an actor at a different location who is responding to my specific actions and questions, or are the video clips pre-recorded?
 - There will be a pre-recorded video in which the subordinate introduces themselves to start the exercise. There will be no additional interaction after the initial introduction.
3. Regarding the training and counseling portions, are the interactions with the person we are training and counseling live that day or prerecorded interactions?
 - There will be no interaction in either exercise. There will be no video for the training and the video for the counselling is a pre-recorded introduction; it is not live.
4. Will we have a visible timer that we can refer to during every testing phase?
 - Yes, there will be a countdown timer on the screen for each response period.
5. How many pieces of scratch paper do we get?
 - Four sheets, double-sided. You may request more during the prep period if that is not enough.
6. How will the grading scores for the MEP portion of the test be weighted? Will the in basket, drill, counseling and documentation all be weighted equally? Will one aspect be given more weight?
 - Based on the job analysis results the weights are: Drill - 29%, In-Basket -- 29%, Counseling - 42%.
7. May we make notes or write directly on the manuals, Rules and Regulations, and inbox items given out during the preparation period?
 - Yes, you can write in any documents provided to you.

8. For the role play exercises, the guide states that candidates should provide responses as if the other person was actually in the room instead of the camera. Does this mean that we address the camera as if it were the person or do we address the vicinity of where we think the subordinate would be (an empty chair, for example)?
 - You should present to the camera as if it is the person(s) in the room.
9. Will stop watches be provided so we can keep track of our time?
 - A countdown timer will be shown on the monitor.
10. For the management exercise will each candidate respond to the three parts 1. training exercise 2. in-basket exercise 3. subordinate counseling in this exact order?
 - Yes.
11. Will there be back-up cameras/video recordings in case there is a mechanical malfunction?
 - No backups will be recorded. Staff will be confirming that each video recorded correctly before candidates leave the testing area.

Preparation

12. During our 45 preparation, will the MEP / Rules & Regulations Manual / EEO & Complaint Policy be part of the materials we have access to? Preparation for exercises will be in a group setting with department manuals for references. Will there be enough manuals or will candidates need to share?
 - Each candidate will be provided their own copy of all reference materials including the MEP, excerpted Fire Extinguisher Manual, excerpted Rules & Regulations, and the Portable Extinguisher training manual.
13. Can we write in any of the preparation materials, i.e: drill manual?
 - Yes, you can write in any documents provided to you.

Training

14. Will we be given, in advance, a list of possible equipment we will be utilizing to conduct the training portion of the exam i.e.,: Water, CO2, Dry Chem Extinguishers, Gleeson or SCBA Donning or will we find out on test day and be

expected to write a lesson plan on the “surprise” topic in our 45 minute time allotment? For the training drill exercise, will we have a hard copy of the drill to run or will it just say what drill to teach?

The Portable Extinguisher training manual will be provided in your test packet. The respective extinguisher will be in your test room.

15. Will we have anything other than the piece of equipment for the drill, such as a dry erase board or an easel pad? What materials will we be given for the training preparation? Flip Chart & Easel? Paper only? Markers? Can we use the scratch paper for visual aids during drill?

- In accordance with virus spread mitigation protocol, each candidate must bring his/her own writing implements (e.g., pens, pencils, and/or highlighters) in a clear plastic baggie. You will be provided with scratch paper in your test packet. You may use the scratch paper however you choose to accomplish your training objective. No easels, dry erase, or flip chart will be provided.

16. 15 minutes is an unrealistic time to properly conduct a training drill in which the trainee is expected to show the trainer what they’ve learned with 2 practice runs and 1 assessment. If there is more than 1 trainee, the time of 15 minutes is an impossibility. How will we be able to do the Application process of the training drill where the trainee demonstrates what we’ve instructed if there is no trainee in the room? Will there be a timer giving us a certain amount of time before the trainee is shown on the video demonstrating what they’ve learned?

- The training drill is not interactive. There will be no trainee present to participate in the training. Subject Matter Experts from the SFFD determined that 15 minutes is an adequate period of time to complete the exercise.

17. Are we to only verbalize what the trainee is expected to do rather than watch the trainee actually perform?

- You should verbally address all steps that you would take when leading a drill at the station. You can answer in the first person and may indicate what you would ask, direct, demonstrate, or state to the trainee during the drill.

18. Will the clock stop at any point to allow for trainee EVALUATION or should we simply expect to get to the end of the entire training methodology without having an interaction with the trainee? How do we “correct problems”? For instance, do we verbalize what the trainee’s expectations are and then move on to SUMMARIZE and ASSIGNMENTS?

- You should verbally address all steps that you would take when leading a drill at the station. You can answer in the first person and may indicate what you would ask, direct, demonstrate, or state to the trainee during the drill.
19. The guide states that we should provide responses as we would if the other person was actually in the room instead of the camera. Does this mean we address the camera as if it were the person or do we address the vicinity of where we think the subordinate would be (an empty chair, for example)? Is the drill to be given to “a subordinate” or to “firefighters”? The text of the preparation guide states both examples. Will the subordinate or multiple firefighters have any interaction, ask questions, or make interjections during the drill? Will we need to react to any input on their part? Will our training audience be ONE subordinate or a GROUP of firefighters at the station? Also, during the training portion of the test, how does the trainee get their hands on the equipment or will this just be a presentation?
- They will be no live actors/trainees. You will make your presentation to the camera as if it is the trainees. Treat this as the “daily drill” which is delivered to firefighters in your station. You should verbally address all steps that you would take when conducting a drill in the station. The respective extinguisher will be in your test room.
20. May we stand up during the training role play or are we seated for the camera?
- You may stand during the training. You should conduct the drill in the manner you deem most effective to accomplish your objectives. Just remember to stay in the camera field so that your drill is recorded.

In-Basket

21. May we make notes on the manuals and in basket items given out during the prep period?
- Yes, you can make notes on any materials provided.
22. How many pieces of information are in the basket exercise?
- There are 11 numbered in-basket items, all hard copy. There is also two additional items, including a journal page and a blank report that relates to some of the items. You are not expected to verbalize any actions for the non-numbered items.
23. For the in-basket exercise, will we be expected to present the items in order of priority or do we just address each issue and why it is important in the order it was presented to us?

- You will be directed to provide answers to the in-basket items in numerical order. You should state the in-basket item number before each of your responses. It is important to address the items in order because the scoring key will be formatted in that order. You are not expected to verbally prioritize the items or the actions you would take in response to an item.

Counseling

24. For the counseling role play exercise, will the subordinate be a live actor on the computer screen, answering my questions in real time and reacting to what I tell them? Or will the computer screen show me a recorded actor, not reacting to my questions? How do we have a back-n-forth conversation (in the management portion of our exam) with a monitor rather than a human?

- There will be a pre-recorded video in which the subordinate introduces themselves to start the exercise. There will be no additional interaction after the initial introduction. However, for this exercise you should verbally address all of the steps that you would take when conducting a real counseling session. You will be prompted by the narrator when to begin the meeting, and when the meeting ends.

25. Will the counseling role play exercise specifically be dealing with a PERFORMANCE ISSUE, as the test preparation guide states? The SFFD Managing Employee Performance Manual states that issues with subordinates could be in the following areas: ATTENDANCE, PERFORMANCE, or CONDUCT? Is there a chance that the counseling role play exercise will deal with an ATTENDANCE OR CONDUCT issue? Or will the issue definitely be a PERFORMANCE issue?

- You will be provided detailed information in your test packet regarding the scenario.

26. The H030 Preparation Guide states that candidates will document the counseling session in a General Form, completed electronically. Will candidates on the test have the option of using the existing Member Conference Form that currently exists on our FirePortal screen? Or, will candidates be expected to fill out the blank General Form that currently exists on our FirePortal screen to document the counseling session? While on duty and accessing a form through 'Form Inbox' the form will auto-populate the appropriate recipient. Example: A Member Conference will auto-populate CD2 and an Unusual Occurrence will auto-populate CD1. Will this be the case on test day or do we need to supply the appropriate designee when filling out forms?

- The General Form Member Conference document will appear on a computer in the computer lab. Fields that would auto-populate will be pre-filled in this document.

27. Are the candidates, example numerical Candidate #114 based on a number for scoring or is it broken down into groups, ethnicity, gender?

- Candidate ID numbers are randomly assigned and are not based on any identifying characteristics such as race and sex.