

A FIRE/EMS/SAFETY CENTER PUBLICATION



**GUIDELINES FOR MINNESOTA  
SAMPLE 100 POINT EMPLOYMENT  
EXAMINATION FOR FIREFIGHTER SELECTION**

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## **SAMPLE 100 POINT EMPLOYMENT EXAMINATION FOR FIREFIGHTER SELECTION**

A 1990 Minnesota Supreme Court Case, Hall v. Champlain, No. C2-89-1355 resulted in the Court requiring all political subdivisions in the state to adapt their hiring systems to a 100-point rating system to enable the allocation of veteran's preference points.

This is a **sample** examination consisting of points awarded to candidates based on a score attained in a written examination, training and experience, and an oral interview. Departments may choose to use any of the components of this sample as long as the 100 point criteria is used and veteran's preference points are awarded appropriately.

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This sample assumes that a fire department that responds to both fires and medical emergencies is seeking qualified candidates. Some candidates may have previous firefighting training and experience and others may not. The department desires to hire the best-qualified candidate(s). A detailed job description lists all of the duties the employee will be expected to perform.

In our sample, those persons who possess a valid Minnesota Driver's License (or are eligible to obtain a license) may take the written examination. Those receiving a score of 70% or better may take the Work Performance Test. The appointing authority may choose to interview any number of the top 5, 7, 8, or 10 candidates (you decide), depending on the number of vacancies available.

### **PART I - WRITTEN EXAMINATION - 30 Points**

A written examination evaluates reading comprehension at the ninth grade level, computation (addition, subtraction, multiplication and division), and communication proficiency in English (listening and speaking). An adult level reading test would determine if a candidate is able to read at the ninth grade level and therefore understand the "Essentials of Firefighting" text used in the Firefighter I course and texts used in other firefighter courses. The computation test will determine the candidate's ability to measure and apply the principles of friction loss, engine pressure, and nozzle pressure. The communication proficiency test will determine the candidate's ability to understand orders and instructions issued on the fireground and be able to communicate with other firefighters.

The appointing authority may determine the cut-off score for the written test. For example if the cut-off score is 70%, all those scoring 70% or higher are eligible to take the Work Performance Test, those scoring below 70% are not eligible to continue the testing procedure.

### **PART II - WORK PERFORMANCE TEST - MUST PASS**

A Work Performance Test that evaluates the candidate's ability to do fireground tasks within a reasonable time limit. Several excellent examples are available from the Fire/EMS/Safety Center.

### **PART III - TRAINING/EDUCATION AND EXPERIENCE - 40 Points**

Points are awarded for education and experience relating to the job requirements as stated in the job description.

POINTS	A.	<b>MINIMUM QUALIFICATIONS:</b>		
0		1.	Must pass the work performance test.	
0		2.	Must have (or be eligible to obtain) a valid Minnesota Class C Driver's License.	
	B.	<b>TRAINING/EDUCATION - 20 POINTS</b>		
5		1.	Successful completion of Recruit Firefighter course at a Minnesota Technical College or the equivalent.	
5		2.	Successful completion of U.S. Department of Transportation 40 Hour First Responder Course and current certification if required.	
5		3.	Successful completion of Minnesota Department of Health approved Emergency Medical Technician (A or higher level) course and possess current valid recertification if required.	
5		4.	Successful completion of Level C, CPR Course for Health Care Providers and current recertification if required.	
POINTS	C.	<b>EXPERIENCE - 20 POINTS</b>		
0-10		1.	Experience in a position requiring First Responder, Emergency Medical Technician, or Paramedic skills in the last five years.	
			1 Year - 2 points	3 Years - 3 points      5 Years - 5 points
0-10		2.	Experience in a position requiring structural firefighting skills in the last five years.	
			1 Year - 2 points	3 Years - 3 points      5 Years - 5 points

At this point in the process, preference points are awarded to qualified non-disabled veterans (5 points) and disabled veterans (10 points). A preference may be used by the surviving spouse of a deceased veteran and by the spouse of a disabled veteran who because of the disability is unable to qualify. These points are **added to** their final examination results. See Minn. Stat. 43A.11 (see note below)

**PART IV - ORAL INTERVIEW - 30 Points**

Several "key questions" should be asked each of the candidates in an effort to determine if they have the necessary qualifications to fill the position. Several examples are listed below but you may generate your own questions as long as they are directly connected with the tasks to be performed by the firefighter. Each candidate should be asked the same questions and points awarded on the basis of their responses.

POINTS		1.	Do you have any commitments or responsibilities that might prevent you from meeting attendance requirements at fire/EMS calls, training sessions, business/staff meetings, relief association dance ticket sales, public fire education functions, and other fire department related requirements during a typical month? (or use another specific time period)	
0-10				

- 0-10                    2.        Is it clear to you the amount of your personal time that will be required in order to perform the above functions?
- 0-10                    3.        Would you have any difficulty responding to fire/EMS calls within \_\_\_\_minutes? (a certain time period, 5-10 minutes or whatever the department requires Minn. Stat. § 415.16, cities may impose a residency requirement but it must be defined by reasonable response time not political boundaries.)

Keep in mind that you may select the specific criteria appropriate for your fire department and the above is only a sample.

Questions/comments concerning this publication should be directed to, FIRE/EMS/SAFETY Center, 1450 Energy Park Drive, Suite 100 B, St. Paul, MN 55108. Phone: 651-649-5454 or 800-311-3143.

#### CHAPTER 43A DEPARTMENT OF EMPLOYEE RELATIONS

##### **43A.11 Veteran's preference.**

Subdivision 1. Creation. Recognizing that training and experience in the military services of the government and loyalty and sacrifice for the government are qualifications of merit which cannot be readily assessed by examination, a veteran's preference shall be available pursuant to this section to a veteran as defined in section 197.447.

Subd. 2. Restrictions. Veteran's preference credit under this section may not be used by any veteran who is currently receiving or is eligible to receive a monthly veteran's pension based exclusively on length of military service.

Subd. 3. Nondisabled veteran's credit. There shall be added to the competitive open examination rating of a nondisabled veteran, who so elects, a credit of five points provided that the veteran obtained a passing rating on the examination without the addition of the credit points.

Subd. 4. Disabled veteran's credit. There shall be added to the competitive open examination rating of a disabled veteran, who so elects, a credit of ten points provided that the veteran obtained a passing rating on the examination without the addition of the credit points. There shall be added to the competitive promotional examination rating of a disabled veteran, who so elects, a credit of five points provided that (a) the veteran obtained a passing rating on the examination without the addition of the credit points and (b) the veteran is applying for a first promotion after securing public employment.

Subd. 5. Disabled veteran; definitions. For the purpose of the preference to be used in securing appointment from a competitive open examination, "disabled veteran" means a person who has a compensable service connected disability as adjudicated by the United States Veterans Administration, or by the retirement board of one of the several branches of the armed forces, which disability is existing at the time reference is claimed. For purposes of the preference to be used in securing appointment from a competitive promotional examination, "disabled veteran" means a person who, at the time of election to use a promotional reference, is entitled to disability compensation under laws administered by the veterans administration for a permanent service connected disability rated at 50 percent or more.

Subd. 6. Preference for spouses. A preference available pursuant to this section may be used by the surviving spouse of a deceased veteran and by the spouse of a disabled veteran who because of the disability is unable to qualify.

Subd. 7. Ranking of veterans. An eligible with a rating augmented by veteran's preference shall be entered on an eligible list ahead of a nonveteran with the same rating.

Subd. 8. Notification. A governmental agency when notifying eligibles that they have passed examinations shall show the final examination ratings preference credits and shall notify eligibles that they may elect to use veteran's preference to augment passing ratings.

Subd. 9. Rejection; explanation. If the appointing authority rejects a certified eligible who has received veteran's preference, the appointing authority shall notify the eligible in writing of the reasons for the rejection.

HIST: 1981 c 210 s 11; 1982 c 560 s 17-20; 1984 c 468 s 1; 1984 c 609 s 1; 1985 c 248 s 85; 1Sp1985 c 16 art 2 s 8; 1986 c 444

## CHAPTER 197 VETERANS; REWARDS, PRIVILEGES

### **197.447 Veteran, defined.**

The word "veteran" as used in Minnesota Statutes, except in sections 136F.28, 196.21, and 243.251, means a citizen of the United States or a resident alien who has been separated under honorable conditions from any branch of the armed forces of the United States after having served on active duty for 181 consecutive days or by reason of disability incurred while serving on active duty, or who has met the minimum active duty requirement as defined by Code of Federal Regulations, title 38, section 3.12a, or who has active military service certified under section 401, Public Law Number 95-202. The active military service must be certified by the United States Secretary of Defense as active military service and a discharge under honorable conditions must be issued by the Secretary.

HIST: 1955 c 4 s 1; 1967 c 222 s 1; 1969 c 275 s 7; 1971 c 24 s 15; 1977 c 40 s 2; 1982 c 511 s 33; 1984 c 468 s 2; 1984 c 609 s 16; 1990 c 444 s 1; 1992 c 410 s 1; 1996 c 305 art 1 s 53; 1997 c 7 art 1 s 89

## CHAPTER 196 DEPARTMENT OF VETERANS AFFAIRS

### **196.21 Definitions.**

Subdivision 1. Scope. For the purposes of sections 196.19 to 196.26 the following terms have the meanings given them.

Subd. 2. Veteran. "Veteran" means a person who is a resident of this state and who served in the armed forces of the United States of America.