

Addendum: Questions asked during the pre-submittal conference call.

- 1) Does SDHR expect a physical assessment component as part of the proposal?
 - SDHR is not requesting proposals for physical ability assessment components. The Seattle Fire Department (SFD) will continue to require a CPAT certification from candidates during the pre-employment screening process.
- 2) Does SDHR expect the proposal to include assessment administration and staffing, assessment facilities and/ or assessors?
 - Historically, the Seattle Department of Human Resources (SDHR) has administered candidate assessment processes, including renting assessment facilities and staffing the processes. SDHR/SFD have selected and trained firefighters to act as assessors. SDHR/SFD can continue to offer some or all of these resources in future assessment processes.
 - Consultant proposals may include assessment administration, facilities and assessors, as long as the proposal also includes an explanation of how the proposed resources will a) contribute to the City of Seattle's goals of creating a more equitable assessment process and b) provide the best means to assess for required skills and characteristics in the candidate pool.
- 3) Does SDHR expect the proposal to include written and/ or oral assessment questions or exercises?
 - Historically, exam development has been a collaborative process which included subject matter experts (SME's) from SFD, an SDHR project-manager, and assessment consultants. SDHR/SFD can continue to offer some or all of these resources in future assessment development processes. However, SDHR is open to any proposal which will a) help to achieve the City of Seattle's goals of creating a more equitable assessment process and b) identify the best means to assess for required skills and characteristics in the candidate pool.
- 4) How many candidates are expected to apply and/ or participate in the assessment process?
 - In 2013, SDHR received approximately 6000 applications for entry-level firefighter. Approximately 3000 candidates completed the written assessment process. Approximately 2500 candidates completed the oral assessment process. The final eligibility register in 2013 included approximately 1000 candidates.
 - In 2015, SDHR received over 7000 applications. Approximately 3500 candidates completed the written assessment, and approximately 2500 candidates completed the oral assessment. The final eligibility register in 2015 included approximately 1750 candidates.
- 5) Does SDHR currently provide training to its assessors?
 - Historically, SDHR has facilitated extensive trainings to its assessors, including mock interviews and a review of sources of error (i.e. prejudice, projection, etc.).