

References:	PRO BOARD CRITERIA: PA1, TA6 EVALUATOR MANUAL	
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1.0 GENERAL INFORMATION

- 1.1. **PURPOSE:** To provide a written, formal policy on the required conduct of evaluators in contact with candidates and conducting evaluations.
- 1.2. **RESPONSIBILITY:** It is the responsibility of all evaluators to be familiar with this guideline to ensure that all evaluations are conducted professionally, fairly, consistently and equally. It is the responsibility of the Academy to ensure that instructors and evaluators are given adequate training to ensure professional and consistent conduct.

2.0 PROCEDURES

- 2.1. **PROFESSIONALISM:** Evaluators must demonstrate a professional level of conduct to set an example to candidates as to what is acceptable during an evaluation process. Evaluators must behave in a professional and respectful manner during all contact with candidates.
- 2.2. **FAIRNESS:** Each evaluator must strive to develop and implement an evaluation process that is fair, as perceived by every candidate, and is without discrimination regardless of gender, ethnic origin, firefighting background, or departmental membership.
- 2.3. **CONSISTENCY:** Each evaluator must strive to develop and implement an evaluation process that is consistent and fair from one candidate to the next, regardless of the standard being evaluated, the department membership of the candidate, or the location of the evaluation.
- 2.4. **EQUALITY:** Each evaluator must strive to ensure all evaluations are equal in the scrutiny of each candidate's performance against the required skills being evaluated, despite the differences in personnel, apparatus, and equipment being used in the evaluation.



Karen Fry
Academy Director

December 22, 2017

Date