



# MANAGEMENT POLICY

**POLICY NUMBER:**  
101.06

**SUBJECT:**

Examinations

**EFFECTIVE DATE:**  
4/27/2010

**REVISED DATE:**

## I. Purpose

This policy defines the way the District manages employee and recruitment examinations.

## II. Scope

The policy applies to all employees and applicants for employment with the Rio Verde Fire District.

## III. Policy

### A. General

1. All examinations for District employment shall be designed to reveal the ability to perform the type of work for which the applicant has applied.
2. All examinations shall be job related.

### B. Types of examinations

1. Examinations shall include, but not be limited to, all or part of the following:
  - a) Written tests
  - b) Interviews
  - c) Performance tests
  - d) Computer based testing
  - e) Physical agility tests
  - f) Evaluation of work performance
  - g) Examination of work samples
  - h) Medical tests
  - i) Evaluation of training and experience
  - j) Any combination of these tests
2. Preference points
  - a) Preference points authorized by [A.R.S. §38-492](#) will be added to any applicants score after the final rating is determined, provided that the passing grade has been earned without the addition of the preference points.
3. Notice of Examination Results
  - a) Written examination results shall be sent to each applicant after the rating has been completed.
4. Review of examination
  - a) An applicant may review examination results by submitting a written request to the Fire Chief within fifteen (15) days from the day of the notice of examination results.
5. Adjustment of errors

a) The Fire Chief shall correct any error on the rating of an examination; provided however, that any such correction shall not invalidate any appointment of any other applicant previously made.

6. Preparation of Recruit Summary List

a) After each recruitment, the Fire Chief shall prepare a Recruitment Summary List of all eligible applicants.

b) Recruitment summary lists will remain in effect one year from the date of establishment or until an insufficient number of qualified candidates remain on the list.