

**Fire Department Self-Assessment Tool for Recruiting
SAFER Grant Retention & Recruitment Workshop
Managed by the Redden Group**

Please rate each area of your department according to the scale below. If you rank any statement below a “3”, consider what you must do to improve this area of your department.

5 = I agree to a great extent (this state is definitely true for my fire department)

4 = I agree slightly (this statement is sometimes or partly true)

3 = Uncertain (I don’t know)

2 = I disagree slightly (this statement is usually not true)

1 = I disagree (this statement is definitely not true for my fire department)

Statement	Ranking	What can you do?
1. Senior members of the department understand the perception junior members have of the department	1 2 3 4 5	
2. Departmental leaders foster an environment where there is a sense of belonging, everyone else feels a level of confidence, support & commitment to do their best	1 2 3 4 5	
3. My department engages in targeted recruitment of volunteers	1 2 3 4 5	
4. My department is engaging qualified, diverse, inclusive & safety-conscious candidates year-around	1 2 3 4 5	
5. Our department reaches out to high school aged students through an Explorer, cadet, summer camp or mentoring program	1 2 3 4 5	
6. My department has a comprehensive volunteer screening process	1 2 3 4 5	
7. Our department expects all members to actively recruit new members	1 2 3 4 5	
8. We promote the value of a diverse & inclusive workforce in our department	1 2 3 4 5	
9. My department has a clear volunteer firefighter position description used in recruitment materials	1 2 3 4 5	
10. My department uses an application form when recruiting firefighters	1 2 3 4 5	

11. Our department demonstrates (in policy & practice) zero tolerance for discrimination, hostility, harassment, disrespect, shunning, isolation & hazing	1 2 3 4 5	
12. My department interviews applicants	1 2 3 4 5	
13. My department checks applicant's references	1 2 3 4 5	
14. My department informs applicants of their acceptance or rejection in a professional manner	1 2 3 4 5	
15. My department adequately orientates new recruits	1 2 3 4 5	
16. Our department has a structured mentoring program to assist through the recruitment, testing, hiring & probationary process	1 2 3 4 5	
17. My department regularly engages with traditional & new media	1 2 3 4 5	
18. We publish photos of diverse firefighters in our department recruitment materials	1 2 3 4 5	
19. My department regularly attends trade shows & conferences	1 2 3 4 5	
20. My department has diversity policies in place	1 2 3 4 5	
21. My department makes the family of new recruits feel welcome	1 2 3 4 5	
22. We provide diversity & sexual harassment training to all recruits	1 2 3 4 5	
23. All employees receive cultural competency training	1 2 3 4 5	
24. My department conducts regular evaluations of volunteers	1 2 3 4 5	
25. My department conducts exit interviews when firefighters leave to learn what's working & where we can improve	1 2 3 4 5	
26. The Chief & Deputy Chief are interested in the best practices for the department	1 2 3 4 5	
27. My department is interested in buying surplus equipment from other departments	1 2 3 4 5	
28. My department is good at planning & marketing events for National Fire Prevention Week	1 2 3 4 5	
29. My department is regularly featured in local press or radio	1 2 3 4 5	
30. My department regularly speaks to the public	1 2 3 4 5	

31. Individuals in my department have the ability to create effective key messages	1 2 3 4 5	
32. We establish relationships with our community's multicultural formal or informal leaders	1 2 3 4 5	
33. We know all of the languages spoken by paid & volunteer members of our department	1 2 3 4 5	
34. My Chief has regular contact with the municipality or other legislative body	1 2 3 4 5	
35. Community members actively recruit diverse candidates for our department	1 2 3 4 5	
36. My department regularly recognizes & celebrates its volunteers	1 2 3 4 5	
37. My department regularly connects with employers of our volunteers	1 2 3 4 5	
38. My department is able to get commercial donations to support out efforts	1 2 3 4 5	
39. We have a realistic budget for recruitment	1 2 3 4 5	
40. We measure the success of our diversity recruitment efforts by those in our workforce	1 2 3 4 5	