

## Application Evaluation Matrix Guidelines for (FRP) Training Coordinator

Matrix Area	Measurable	Points	Comments
<b>Education</b>	1. More than 60 hrs of college	4	In any field
	2. AA degree in related field	6	Related to emergency response
	3. BS degree in related field	8	Related to emergency response
	4. Master degree in related field	10	Related to emergency response
<b>Certifications</b>	1. Current basic or immediate discipline specific certification	6	TCLOSE or TCFP or DSHS or NWCG or SFFMA
	2. Current basic or immediate discipline specific certification with Instructor certification.	8	TCLOSE or TCFP or DSHS or NWCG or SFFMA
	3. Current Advance or Master discipline specific certification with Instructor certification.	10	TCLOSE or TCFP or DSHS or NWCG or SFFMA
<b>Experience</b>	1. 8 yrs direct emergency response exp. with 3 yrs instructor exp	6	Minimum requirement
	2. 8-15 yrs direct emergency response exp. with 3 -7 yrs instructor exp	8	
	3. 15 yrs direct emergency response exp with 8 or more yrs instructor exp	10	
<b>NIMS/ICS Comprehension</b>	1. Completed IS-700 and IS-800, and I-100 and I-200	2	
	2. Completed above; plus I-300 and I-400	6	
	3. Experience at extended incidents with all the above training	8	
	4. Qualified as ICS C & G Staff or Unit Leader with above training	10	
<b>Knowledge and Skills</b>	1. Demonstrates skills that are low or do not meet expectations in communications and organization skills.	1	Individual judgement on value of skills
	2. Demonstrates skills that meet expectations in communications and organizational skills.	5	Individual judgement on value of skills
	3. Demonstrates skills that are above expectations in communications and organizational skills.	8	Individual judgement on value of skills
	4. Demonstrates superior skills in communications and organizational skills	10	Individual judgement on value of skills

# Application Evaluation Matrix Guidelines – FIA Resource Specialist

Assign points to each category based on resume' and application. Rank on scale with more points going to applicants with more qualifications in category. After totaling points, set point level where you will bring in for interviews. Interview everyone with same points. Point values are guideline for rater, but left to rater's judgment based on application submitted.

Education – High school/GED, High School Grad. w/ Honors, Technical Education (natural resources technical degree), Personal study or experience with tree id/mensuration.

High School Diploma or GED	4
High School Diploma graduation w/ honors	6
High School Diploma & personal study w/ tree id/mensuration	8
Technical Education (natural resources technical degree)	10

Outdoor - What kind of experience do they have working outdoors? Experience with ranch-work, utility line work, surveying, field military experience, basically any outdoor, labor-type work

No experience	0
< 1 year outdoor labor experience	6
1-3 years outdoor labor experience	8
3+ years outdoor labor experience	10

NIPF – What kind of experience do they have dealing with landowners?

No experience	0
< 2 years retail/sales experience	6
Work with land mgt. or > 2 years retail/sales	8
>2 years work with land mgt.	10

Personal – Involvement in any activity or organization pertaining to outdoors; Boy Scouts, Girl Scouts, hunting, fishing, master naturalist's, etc.

No personal experience	0
Limited/past involvement in activity	6
Current, active involvement in 1 or more activities	8
Leadership involvement in organizations /activities	10

Professionalism and Communication.- Anything pertinent to the job, not covered in the previous categories. (appearance of application/resume', work history, etc.). Did applicant present all information in a professional manner and was information clearly communicated.

Minimum information on application w/ many errors (misspellings, unprofessional statements, ...)	2
Through application w/ few errors	4
Resume'/cover letter included	8
Resume'/cover letter professionally presented	10