

ASCENT FD ACT, LLC

Executive Assessment Center Planning Checklist

For Fire Chiefs, HR Directors, and Command Staff

Purpose: Ensure promotional and chief officer selection processes are fair, defensible, and aligned with modern fire service standards.

1) Strategic Alignment

- Define rank(s) and positions to be assessed
- Align process with NFPA standards (e.g., NFPA 1021, 1026)
- Confirm organizational goals: leadership readiness, succession planning, risk reduction

2) Governance & Defensibility

- Establish clear eligibility and evaluation criteria
- Document scoring methodology and weighting
- Address labor, civil service, and legal considerations
- Ensure independent oversight by trained, external assessors

3) Assessment Design

- Select job-relevant evaluation components:
 - Written exercise
 - Role-play scenarios
 - Tactical decision-making
 - Presentation or interview
- Define leadership competencies to be evaluated
- Validate exercises against real-world command expectations

4) Assessor Preparation

- Select assessors with command-level and cross-agency experience
- Conduct assessor calibration and scoring alignment
- Eliminate conflicts of interest and internal bias

5) Logistics & Operations

- Confirm dates, facilities, and candidate flow
- Ensure technology, rooms, and contingency plans are in place
- Implement a structured assessment workflow

6) Transparency & Communication

- Provide candidates with process overview and expectations
- Communicate evaluation criteria and timelines
- Establish clear channels for questions and clarification

7) Evaluation & Quality Control

- Apply standardized scoring tools and rubrics
- Conduct assessor consensus reviews
- Ensure audit-ready documentation and data integrity

8) Reporting & Leadership Development

(ASCENT FD ACT returns results for 6 candidates within 5 business days)

- Deliver rankings, scores, and executive summaries
- Provide individual candidate profiles with development insights
- Identify leadership readiness and succession opportunities

9) Organizational Impact

- Strengthen leadership selection credibility
- Reduce organizational and legal risk
- Build long-term command capacity

ASCENT FD ACT Advantage

ASCENT FD ACT designs and delivers objective, fire-service-specific assessment centers that combine operational credibility, structured evaluation, and actionable leadership development. Our processes help departments make confident promotional decisions while strengthening future leadership.

Contact: ASCENT FD ACT

www.ascent-fd-act.com