



FIREFIGHTER'S ABC'S  
**ONLINE INTERNSHIP PROGRAM**

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**[www.firefightersabcs.com](http://www.firefightersabcs.com)**

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*The Firefighter's ABC's Online Internship Program is a self-guided tour of the Fire Service and other agencies in general. The Internship Program provides individuals with an opportunity to develop their skills as well as work as a team while offering their input on how to improve the goal to increase diversity within the fire service. It is an Intern's responsibility to be assertive, motivated and to have a commitment to succeed in becoming a member of the fire service.*

*To participate in the Internship Program, candidates must be mature, have a positive attitude and a desire to excel. We encourage people from all ethnic backgrounds, genders and those with no prior firefighting experience to apply. The Internship Program offers a wealth of knowledge and priceless information that will enhance employment opportunities with any agency or department. Keeping in mind that this program is a self guided program online it is up to each Intern to adhere to being honest in all aspects of the program in such areas such as:*

- *Performing all tasks on your merits*
- *Completing all assignments and tasks without assistance from others*
- *Completing all assignments in a timely manner*
- *Failure to adhere to all program guidelines shall be cause to be dismissed from the program*

### Getting Started

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How do I begin? Where do I go? Who do I talk to? When can I start? Many of these questions are common among those who hear about the Firefighter's ABC's Internship Program. Regardless of how a person becomes acquainted with the program, the beginning is always the same.

The initial step of contacting Firefighter's ABC's, is the most important part of this process. Send an email to Russell G. Hayden – CEO of Firefighter's ABC's:

[RussellHayden@FirefightersABCs.com](mailto:RussellHayden@FirefightersABCs.com)

By emailing a prospective Intern should provide your full name, telephone number and the following information:

- How you heard about the program
- Why you want to take part in the program
- Why you should be accepted into the program
- Are you a member of the National Recruit Database
- How can you help to increase diversity in the fire service

### Minimum Requirements

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- Must be a least a Freshman in high school
- If in high school maintaining a "C" average
- Have not been convicted of a felony
- Possess average computer skills

### The Selection Process

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Once your information is received, Mr. Hayden will review it. At which time a formal phone interview may be scheduled.

As part of the selection process, prospective candidates are asked to take a written examination.

The exam consists of various questions designed to assess a candidate's knowledge, personality and critical thinking abilities.

The final phase of the selection process consists of selective questions asked by Mr. Hayden. These questions are to evaluate a prospective Interns motivation, determination and commitment to succeed in the program. After the selection process, candidates are asked to take three days to consider the program and the commitment that is required.

### Program Expectations

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The Internship Program has many different requirements and expectations. The most significant expectation is commitment. In order to grow, an Intern must have the desire, commitment and willingness to learn. Other expectations include but are not limited to:

- A time pledge of 12 months to the Internship Program.
- A commitment of five hours a week to complete tasks.
- Completion of all required Intern tasks.
- Weekly reports are due on Tuesday of each week.

### **Dress Code**

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Business casual slacks and tie - no jeans and t-shirts.

Interns are required to possess a change of clothing when assigned to tasks at any fire station. We suggest additional clothing such as pants, socks, shirt, and durable shoes with closed toes are kept in a bag nearby. This is to allow for occasions when Interns are involved in tasks in field situations.

Interns shall not wear any fire service related clothing such as T-shirts, caps or sweatshirts at anytime while completing tasks as part of this program. This is cause for termination from the program.

### **Identification Card**

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Carry pictured identification at all times.

### **Monthly Dues:**

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- Monthly dues are simply to submit the names of at least three fire departments which are currently testing and their web site. Departments must be from different states.
- Support two other persons in their desire to become a member of the fire service by having them join the National Recruit Database.
- Simply email the following:
  - First and Last Name of the person which joined through your efforts
  - Email Address
  - This will be cross checked with the NRD Database.
  - This requirement is due by the 20th of each month.
- Each person you support in joining the NRD should become part of your study network and thus all of you should share information as you seek to become part of the fire service.

All Interns shall provide two 1.5" EZ lock black three D-ring binders, from Staples Office Supplies. This binder will contain all work assignments etc. for each Intern. One binder will be kept with the Intern at all times. It is required that each Intern keep a duplicate binder at home, containing each assignment.

At the completion of the program a final binder shall be mailed to Firefighter's ABC's.

### **Weekly Reports:**

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All Interns shall submit a weekly report due at the beginning of their assigned shift. The report will include information about things learned from the prior shift or during the past or current week both within the program and outside the program.

**Before you begin your participation in the Internship Program, the following items must be completed:**

#### **1. Submit two wallet size color photos (2 x 3)**

- Photo should have a solid background
- Interns shall be dressed in business attire

#### **2. Submit copy of Picture ID**

- DL, Student Body Card etc.

#### **3. Purchase 2 binders**

- One binder will be submitted at the end of the program
- The two office binders must be Avery Heavy Duty 1-1/2" "EZD View binders."

#### **4. Monthly Dues**

- Submit the names two new persons who joined the National Recruit Database.
- Name of three departments which are testing, each from a different state

#### **5. Firefighter's ABC's Intern Uniform – Optional**

#### **6. Provide the following via email:**

- Name and Web site address of at least five schools which have EMT programs. These schools shall be from five different states.
- Name and Web site address of at least five schools which have Paramedic programs. These schools shall be from five different states other than the EMT programs submitted.

**Interview Date:** \_\_\_\_/\_\_\_\_/\_\_\_\_ **Time:** \_\_\_\_\_

**Introduction**

- |   |     |    |
|---|-----|----|
| 1. Did you research FFABC’s before the interview?             | Yes | No |
| 2. Did you call on time?                                      | Yes | No |
| 3. Did you offer a warm and business greeting?                | Yes | No |
| 4. Did you introduce yourself in a proper manner?             | Yes | No |
| 5. Did you send a copy of your resume prior to the interview? | Yes | No |
| 6. Did you wait until asked to start the conversation?        | Yes | No |

**Appearance – May be N/A for this interview**

- |  |     |    |
|--|-----|----|
| 7. Did you carefully select your interview outfit?           | Yes | No |
| 8. Was your hair away from your face/shaved?                 | Yes | No |
| 9. Were your make-up and/or cologne subtle and professional? | Yes | No |
| 10. Did you wear small accessories, earrings, etc.?          | Yes | No |

**Attitude**

- |  |     |    |
|--|-----|----|
| 11. Did you start with an upbeat attitude?             | Yes | No |
| 12. Were you listening and attentive to all questions? | Yes | No |
| 13. Were your hands and legs relaxed?                  | Yes | No |
| 14. Was your voice moderate yet assertive?             | Yes | No |
| 15. Were you courteous yet assertive?                  | Yes | No |

**During the Interview**

- |   |     |    |
|---|-----|----|
| 16. Did you answer all the questions completely?                      | Yes | No |
| 17. Did you discuss your strengths?                                   | Yes | No |
| 18. Did you ask important questions?                                  | Yes | No |
| 19. Did you discuss your desire to work for in the fire service?      | Yes | No |
| 20. Did you use workplace vocabulary and speak in complete sentences? | Yes | No |
| 21. Did you moderate your voice, giving a professional impression?    | Yes | No |

**Completing the Interview – Some do not apply to this interview**

- |   |     |    |
|---|-----|----|
| 22. Did you ask when they would be calling?               | Yes | No |
| 23. Did you thank them for the interview?                 | Yes | No |
| 24. Did you shake hands upon leaving?                     | Yes | No |
| 25. Did you remember your interviewer by name?            | Yes | No |
| 26. Did you leave the building right after the interview? | Yes | No |
| 27. Did you send a thank you note for the interview?      | Yes | No |

After an excellent interview, you will have checked all 27 answers “YES”!  
 If not, note the area that you need to work on in order to make your next interview a better one.

## Section 3: Intern Evaluation Form

This evaluation is designed to give direct feedback to the Intern. By reviewing and completing this form, the Intern can continuously improve skills and behaviors that will result in superior job performance.

**Rating Period from** \_\_\_\_/\_\_\_\_/\_\_\_\_ **to** \_\_\_\_/\_\_\_\_/\_\_\_\_

<b>Resource Management</b>	<b>Performance Rating</b>						
Organization: Exhibits strong organizational skills on a variety of tasks.	1	2	3	4	5	6	N/A
Completes assignments efficiently, and on time while maintaining quality of work	1	2	3	4	5	6	N/A
Time: Adheres to program’s expectations for attendance and punctuality.	1	2	3	4	5	6	N/A
Time: Demonstrates skill in defining priorities	1	2	3	4	5	6	N/A
Time: Makes effective use of time and materials.	1	2	3	4	5	6	N/A

<b>Interpersonal Skills</b>	<b>Performance Rating</b>						
Teamwork: Works cooperatively with co-workers	1	2	3	4	5	6	N/A
Teamwork: Works cooperatively with the staff	1	2	3	4	5	6	N/A
Customer Service: Demonstrates good customer orientation	1	2	3	4	5	6	N/A
Negotiates: Works cooperatively with others to arrive at a decision	1	2	3	4	5	6	N/A

<b>Information Systems and Technology Skills</b>	<b>Performance Rating</b>						
Data: Acquires and evaluates data, interpreting and communicating as required	1	2	3	4	5	6	N/A
Records: Maintains written or computerized records as required	1	2	3	4	5	6	N/A
Systems: Understands and adapts to organizational systems	1	2	3	4	5	6	N/A
Safety: Identifies expectations for and adapts to safe workplace behaviors	1	2	3	4	5	6	N/A
Technology: Selects appropriate technologies and applies them to complete tasks	1	2	3	4	5	6	N/A

<b>Basic Skills and Personal Qualities</b>	<b>Performance Rating</b>						
Basis Skills-Reading: Understands and correctly interprets written information	1	2	3	4	5	6	N/A
Basic Skills-Writing: Written communication is clear and free of errors	1	2	3	4	5	6	N/A
Basic Skills – Math: Applies appropriate math functions and performs basic math correctly	1	2	3	4	5	6	N/A
Communication Skills-Speaking: Organizes ideas and presents ideas clearly	1	2	3	4	5	6	N/A
Problem Solving: Identifies problems, examines possible solutions and takes action	1	2	3	4	5	6	N/A
Problem Solving: Applies work experience and education to complete assignments	1	2	3	4	5	6	N/A
Learning: Learns and applies new knowledge and skills	1	2	3	4	5	6	N/A
Effort: Works hard to learn new tasks to improve skills	1	2	3	4	5	6	N/A
Criticism: Readily accepts and applies constructive criticism	1	2	3	4	5	6	N/A
Goal Orientation: Exerts effort to identify and reach established goals	1	2	3	4	5	6	N/A
Self-Management: Demonstrates self control in response to workplace situations	1	2	3	4	5	6	N/A
Dependability: Uses sick days and personal days in a reasonable manner	1	2	3	4	5	6	N/A
Dependability: Follows through on commitments	1	2	3	4	5	6	N/A
Integrity: Demonstrates honest and ethical habits and choices in the workplace	1	2	3	4	5	6	N/A
Initiative & Effort: Originates or develops constructive ideas and takes necessary steps to apply them. Overcomes obstacles and increases effort when necessary to complete assignments	1	2	3	4	5	6	N/A
Communication Skills – Listening: Responds to verbal messages and other cues appropriately	1	2	3	4	5	6	N/A

### Overall Score:

- |  |  |   |
|--|--|---|
| <p><b>Level 1: NEEDS SPECIAL ATTENTION</b><br/>Does not demonstrate this skill/behavior</p> <p><b>Level 2: NEEDS IMPROVEMENT</b><br/>Occasionally demonstrates this skill/behavior</p> | <p><b>Level 3: IN DEVELOPMENT</b><br/>Requires additional development and experience</p> <p><b>Level 4: EFFECTIVE</b><br/>Consistently meets full requirements</p> | <p><b>Level 5: COMMENDABLE</b><br/>Performance consistently goes beyond expectations</p> <p><b>Level 6: EXCEPTIONAL</b><br/>Consistently exceptional in all areas</p> <p><b>N/A:</b> Does not apply</p> |
|--|--|---|

**Firefighter's ABC's Intern Program - Academic Integrity:**

Academic integrity is a fundamental value implicit for learning and scholarship to thrive, Firefighter's ABC's cannot tolerate acts of academic dishonesty, such as cheating, misrepresentation or plagiarism.

There are five fundamental values that characterize academic integrity:

- **Honesty:** The quest for truth and knowledge requires intellectual and personal honesty in learning, research and production.
- **Trust:** Firefighter's ABC's and the Intern must foster a climate of mutual trust in order to stimulate the free exchange of ideas.
- **Fairness:** All interactions among the Intern and administrators from Firefighter's ABC's should be grounded in clear standards, practices and procedures.
- **Respect:** Learning is acknowledged as a participatory process, where a wide range of opinions and ideas is respected. Interns may have ideas or thoughts which are different than Firefighter's ABC's and which are also just as valid.
- **Responsibility:** A thriving Intern Program demands personal accountability on the part of all Interns and depends upon action in the face of wrongdoing.

Acts of academic dishonesty compromise these core values and undermine the process by which knowledge is created, shared and evaluated. Repeated offenses cast suspicion not only upon the integrity of individuals, but also damage the reputation of Firefighter's ABC's, the Intern Program and most importantly the Intern themselves.

*I agree with all terms of this program. I have read and received a copy of the Internship Program Guidelines.*

Intern Name (Print) \_\_\_\_\_

Email \_\_\_\_\_

Phone \_\_\_\_\_

Date \_\_\_\_/\_\_\_\_/\_\_\_\_

Signature \_\_\_\_\_

Russell G. Hayden CEO (Print) \_\_\_\_\_

Date \_\_\_\_/\_\_\_\_/\_\_\_\_

Signature \_\_\_\_\_

Start Date \_\_\_\_/\_\_\_\_/\_\_\_\_

Separation Date \_\_\_\_/\_\_\_\_/\_\_\_\_