



County of Fairfax, Virginia

MEMORANDUM

DATE: June 16, 2016

TO: Sergeants

FROM: Cameron Shaw
Chief, Human Resources Branch

SUBJECT: Second Lieutenant Promotional Process

The Fairfax County Sheriff's Office will be announcing a promotional process for the rank of Second Lieutenant. To qualify, applicants must be serving in the rank of Sergeant at the time of announcement. Applicants may compete in the process regardless of time in grade, but must have completed their 12-month probationary period in the rank of Sergeant to be eligible for promotion.

The promotional job announcement will be advertised for a two week period beginning on **Saturday, June 25, 2016 and ending on Friday, July 8, 2016**. In order to participate in this process; you **MUST** apply and submit your resume on-line through [NEOGOV](#). If this is your first time using NEOGOV, you will need to [create an account](#).

Candidates will participate in a two part process consisting of an oral panel interview and written exercise. Given that this promotion process is being held for a mid-manager supervisory level position, candidates will be assessed by four agency assessors in the rank of First Lieutenant and/or Captain.

Recorded Oral Panel Interview

- 70% of overall score (60% Critical Elements, 10% Presentation).
- All interviews will be audio recorded to ensure accuracy and consistency in scoring.
- Four questions (each valued at 15% of overall score) developed to measure applicable competencies. (Competencies may include, but are not limited to, Accountability, Leveraging Diversity, Leadership, Effective Communication, Teamwork and Interpersonal Conflict Resolution).
- When answering the four questions, the four agency assessors will be evaluating the candidate's relevant work experience, job performance and presentation skills.



Written Exercise

- 30% of overall score – grammar & structure (10% of overall score) / application & critical elements (20% of overall score).
- Grammar and structure - Assigned to outside party for grading (scored anonymously using number assigned to candidate).
- Application and critical elements – Scored anonymously by a 3-member (Agency) panel using the number assigned to the candidate. Scores will be averaged.

Eligible List

- Candidates will be placed on a ranked eligible list based on their cumulative score.
- List maintained for 18 months.

Debrief Process

- At the conclusion of the process, each candidate will be offered the opportunity to schedule a date to debrief the promotion process.

Information Sessions

All eligible candidates are encouraged to attend one of the following information sessions hosted by Human Resources:

- Tuesday, June 28, 2016, at 0700 hours – ADC Roll Call Room
- Tuesday, June 28, 2016, at 0745 hours – Courts Roll Call Room
- Thursday, June 30, 2016, at 0700 hours – ADC Roll Call Room

