

Subject:	RECRUITMENT OF CAREER STAFF
Section:	PPG# 2410
Chapter:	Personnel
Effective Date:	7/1/98

POLICY

Recruitment of Career Staff

Career Staff positions will be authorized by the board of commissioners in order to support programs and operations of the district, consistent with the needs of its' programs. Staff openings, continuing, new and/ or additional, made by the board of commissioners, shall include a position description with an appropriate title, desired competencies and any other qualifications necessary for the position and the method(s) by which performance will be evaluated.

Announcement of Vacancy. Whenever there is need, the district chief shall make public notice inviting qualified persons to apply for employment in the district service and for admission to the examination scheduled to select the most competent. Public announcement of the examination shall specify the title and salary range of the position, the minimum qualifications required, and the final date on which applications will be received. Persons desiring to compete for positions in the district service shall file applications with the secretary on forms approved and supplied by the board prior to the closing date as set forth in the public notice.

Qualifying Tests. Applicants for career staff positions may be subjected to a series of qualifying tests to include, but not limited to:

- Completion of the district's application.
- Written examination
- Physical agility test
- Oral examination
- Medical examination by a licensed physician
- Personal interview
- Psychological examination
- Background test
- Competency/skill testing relevant to the desired position

Qualifying Grade. In all examinations the minimum grade or standing for which eligibility may be earned shall be 70 percent. Such final grade will be based upon all factors of the examination, including educational requirements, training,

experience, and other qualifying elements as shown in the application. Any falsehoods may be grounds for declaring the applicant as failing in the entire examination, or as disqualified for subsequent parts of an examination.

Identity of Examinees. The identity of persons taking competitive written tests shall be concealed from the examiners by the use of an identification number, which shall be used on all test papers. Any paper having the name of the applicant or any other identifying mark may be rejected and the candidate so notified.

Rating and Preparation of Lists. The names of persons successful in all parts of an examination shall be arranged in order of their earned ratings.

Notification of Results. Each competitor shall be notified by mail of the results of the examination and if successful, of his final earned rating and his relative position on the eligible list. Any applicant shall have the right of inspecting his own test papers.

Order of Names on List. Names on eligible list for a class shall be in order of preference according to final earned rating in the examination, except that employees laid off from a position in that class shall be given prior reference over original applicants in inverse order of lay-off. Whenever two or more persons have equal claim to a position on a list, their names shall be arranged according to the date of applications.

Appointment from List. At the time an opening occurs, the chief shall interview the top three on the eligibility list and shall have the option of recommending for employment the candidate that best meets the district's need.

Effective Life of List. Eligible lists shall become effective upon the approval thereof by the secretary and chief examiner's signature to the effect that the list was legally prepared and represents the relative ratings of the names appearing thereon. Eligible lists, including promotional lists shall remain in effect two (2) years and may be extended by action of the board. Names appearing on lists by reason of lay-off shall remain effective for five (5) years.

Removal of Names From List. The name of any person appearing on an eligible list may be removed by the secretary if the candidate fails to: 1) respond to a notice of certification; 2) declines an appointment without reason satisfactory to the board; or 3) if he/ she cannot be located by postal authorities. In case of such removal, the secretary shall notify in writing the affected candidate at his/ her last known residence. The name of the person so removed may be reinstated only if satisfactory explanation of the circumstances is made to the board. The names of persons on promotional employment lists who resign from the service shall be automatically dropped from such lists.

Notice of Address Change. Each person on an eligible list shall file with the board written notice of any change of name or address. Failure to do so may cause removal of his/ her name from the list.

Revocation of List. An employment or promotional list may be revoked and another examination ordered only when such action is deemed advisable on account of fraud, errors, or of obvious inappropriate standards in connection with the examination and of plainly inadequate results obtained therefrom. No list shall be altered or revoked except upon written notice to all persons whose standing may be affected and upon entry of the reasons in the minutes of the Board of Fire Commissioners.

INTERVIEW QUESTIONS

The following suggestions are designed to assist in developing interview questions:

1. Ask job- related questions.
2. Ask open- ended questions, not ones that can be answered “yes” or “no”.
3. Ask the candidate to elaborate on answers. Paraphrases or rephrase the applicant’s responses to be certain that you understand.
4. Be sure to explore all potential problem areas by asking pertinent questions about:
 - a. Intervals between jobs
 - b. Short length of time in previous job or jobs.
 - c. Vague reasons for leaving previous job or jobs.
 - d. Lack of sufficient work experience of skills for the position.
5. Ask one clear and concise question at a time.
6. Avoid cross- examination or pressure techniques.
7. Insure fairness by asking the same questions developed from the established criteria for the position.
8. Abide by the Human Rights Commission’s published list of fair and unfair questions. For example:

For Personal Information, ASK questions such as:

- a. What are your specific goals in a job?
- b. What is your overall career objective?
- c. What specific job characteristics are important to you?
- d. What job characteristics would you like to avoid? Why?
- e. Do you have any commitments, which would prevent you from working the scheduled hours for this position?
- f. Do you have any specific health conditions, which would prevent you from performing all the duties of this job?
- g. Describe the best supervisor you have had.
- h. Describe the worst supervisor you have had.

DO NOT ASK QUESTIONS SUCH AS:

- a. Is it Miss, Mrs. Or Ms.? Are you married? Do you have children?
- b. What does your husband/ wife do? Where do you live?
- c. What is the origin of you name?

- d. Do you mind working for a female or a minority supervisor?
- e. Are you handicapped?

For Education Information, ASK questions such as:

- a. Which subjects did you excel in at school?
- b. How did you happen to select _____ as your major?
- c. Did you work at a part- time job while at school?
- d. Are you interested in continuing your education? Why?
- e. Do you feel your education prepared you for the job you were seeking with us? In what ways?
- f. Were you involved in any extracurricular activities?

DO NOT ASK questions such as:

- a. Did you go to school on a scholarship?
- b. Where did you live while attending college?
- c. What organizations did you belong to in school?

For Military Information, ASK questions such as:

- a. What other kinds of training or schooling have you received?
- b. In what ways do you feel your training will help you in performing this job?
- c. What did you find challenging about your assignment?

DO NOT ASK questions such as:

- a. Were you drafted?
- b. Where were you stationed?
- c. What type of discharge did you receive from the United States military service?

For Employment and Experience Information, ASK questions such as:

- a. Tell me about your last job and your major responsibilities.
- b. What were some of the more challenging aspects of your job?
- c. Describe the training you received on your last job.
- d. In what ways do you feel your previous employment will help you in performing this job?
- e. If we were to contact your previous employer, what would he/ she describe as your strengths? What areas might he/ she suggests for improvement?
- f. Which of your past jobs did you enjoy the most? Least?
- g. What were your reasons for leaving your last job?
- h. May we contact your present employer?

DO NOT ASK questions such as:

- a. Why have you had so many jobs?
- b. Why are you coming back to work after so many years?
- c. How do you feel about working with younger/ older people?