

NEW HIRE PROCEDURES

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Purpose: *To define the procedures in interviewing and selecting candidates to hire for a firefighter, EMT or paramedic position; for a fulltime or part-time role.*

Procedure:

1. A candidate for an open position shall have a completed application on file.
2. There will be a review of the application with their qualifications entered into the Hiring Spreadsheet for ranking.
3. After ranking the candidates in the Hiring Spreadsheet there shall be at a minimum of three (3) people interviewed for each open spot.
4. Once the candidates have been selected they shall be interviewed by the following panels:
 - a. Firefighter/Sergeants or EMT's interview panel (recommended two years of career time with OFD when possible).
 - i. Two Firefighters (for Fire positions) &
 - ii. Two Sergeants (for Fire positions)
 - iii. Three EMT's (for EMS positions)
 - b. Captains or Paramedics interview panel
 - i. Three Captains (for Fire positions)
 - ii. Three Paramedics (for EMS positions)
 - c. Chief Officers interview panel
 - i. At least four Chief Officers
 - d. Panel sizes and experience are a recommendation. If there are not enough people of a group available the fire chief can approve a smaller panel size or less experience.
5. The candidate will go to each panel in order. The first panel will be the Firefighter/Sergeants (EMT's), then the Captains (Paramedics) and last to the Chief Officers. Each panel will have 30 minutes to interview each candidate.
6. The questions that are asked will be the latest questions that are approved by the officer's board. The questions shall be grouped as follows:
 - a. Firefighters/Sergeant (EMT's): General Questions (do not have to be job related)
 - b. Captains (Paramedics): Tactical question.
 - c. Chief Officers: Policy related.

Standard Operating Procedures are meant only to be guidelines. Actual conditions may warrant alternative actions.

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7. The scores will be tabulated and entered into the Hiring Spreadsheet and used for the final ranking of the candidates. This spreadsheet will be used as a guide for selecting the new hire; the ranking will not be the final order of hiring.
8. The selected candidate will be brought to the OFPD Board of Trustee's as a recommendation to hire. The board will have the final say to offer a conditional job offer to the candidate.
9. If the candidate fails to complete the job offer requirements within ninety (90) days, the board reserves the right to rescind the job offer and move on to an alternate candidate.