

# Operating Guidelines

Section: Human Resources

Subject: Recruitment

Policy #: 301

Date Issued: February 2, 2016

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## Procedure

### 301.1

The Fire Department not only seeks to recruit the most qualified individuals to serve on the Fire Department, but endeavors to find individuals that have special skills and abilities that will compliment the current team. It is, therefore, the practice to recruit, evaluate, select and assign not only the most qualified but the most suitable individuals. The selection process will be designed to ensure this is achieved.

### 301.2

The department is committed to encouraging and promoting the involvement of all individuals regardless of gender, race, colour, national origin, citizenship, language, religion, creed, political belief, marital or family status or sexual orientation. This will ensure that a wide array of talents, attitudes and skills will be available to the department.

### 301.3

Selection criteria will be based on the requirements of a firefighter as outlined in the job description. They will include: skills, knowledge, education/training, physical fitness, ability to work as a member of a team, and the capability to assume the responsibilities of the position. Individuals that do not meet **all** of the selection criteria will not necessarily be excluded. Their selection will then be determined by the skills they can contribute and the availability of those skills within the existing department volunteers.

### 301.4

The selection phase may involve a fitness test, a written examination, an interview by a selection panel, driving record check and a physical examination by the applicant's physician.

### **301.5**

Prior to any new firefighter participating in emergency response, an acceptable Police Background Check will be supplied to the Fire Chief. Any prior offences found through the background check will be brought to the CAO's attention who in conjunction with the Fire Chief will determine if the candidate is suitable.

### **301.6**

Refer to the Firefighter Recruitment Orientation Guide for details on applicant selection process.

### **301.7**

#### **Job Postings:**

1. The Training Officer will arrange for the posting and distribution.
2. The posting will be posted for a period of not less than fifteen (15) business days using all available media resources.

### **301.8**

#### **Job Offers:**

1. No offers should be extended without approval by the Fire Chief
2. All candidates, who have applied for a position, both successful and unsuccessful, will be advised of their status at the conclusion of the competition.
3. Successful candidates will be sent a welcome letter outlining the conditions of service in the department.
4. The Fire Chief will prepare a notice of the successful applicant for posting in all stations.