

# BELOIT FIRE DEPARTMENT FIREFIGHTER SELECTION PROCESS



The City of Beloit is an equal opportunity employer and fully subscribes to the principles of fair employment practices. In accordance with applicable federal, state and local law, it is the policy of the City to provide equal opportunities for employment, compensation and other benefits related to employment based on qualifications, without regard to race, gender, gender expression, age, pregnancy, religion, creed, color, national origin, ancestry, physical or mental disability, genetic information, veteran status, familial status, sexual orientation, or any other protected basis.

The City of Beloit values the inclusion of diverse people and ideas. One of the City's strategic objectives is to strive to recruit and retain a diverse workforce within our organization that is representative of the community we serve. Through the use of objective and fair recruitment strategies we seek to fill all vacancies with competent and diverse individuals.



## Step 1: Online Application

Applications will be accepted online and are available at <https://governmentjobs.com/careers/beloitwi>.



## Step 2a: Minimum Application Requirements

- Be at least a minimum of 18 years of age at the time of application.
- Possess a valid driver's license issued by the state of applicant's residence upon which the applicant can operate a motor vehicle in the State of Wisconsin.
- Possess a high school diploma, G.E.D. or equivalent.
- Possess a valid National Registry or Wisconsin Emergency Medical Technician-Basic license.
  - This licensure is available from a variety of locations, including but not limited to: Blackhawk Technical College, Madison Area Technical College, and Gateway Technical College.
- Possess a Firefighter 1 certification with the State of Wisconsin, International Fire Service Accreditation Congress (IFSAC), National Board on Fire Service Professional Qualifications (Pro Board), or equivalent certification/training from another state.
  - This certification is available from regional technical colleges, including but not limited to: Blackhawk Technical College, Madison Area Technical College and Gateway Technical College.





## Step 2b: Minimum Requirements for Hire

Proof of a valid International Association of Firefighters (IAFF)/ International Association of Fire Chiefs (IAFC) Candidate Physical Ability Test (CPAT) certificate attained within one year prior to offer of hire.

- Additional information about the CPAT is available here:
  - [https://nationaltestingnetwork.com/publicsafetyjobs/cpat\\_info.cfm](https://nationaltestingnetwork.com/publicsafetyjobs/cpat_info.cfm)
- The City of Beloit Fire Department does not administer the CPAT. The closest locations that offer CPAT testing are as follows:
  - <https://www.westalliswi.gov/162/CPAT-Candidate-Physical-Agility-Test>
  - <https://www.nipsta.org/240/CPAT-Schedule>



## Step 2c: Preferred Credentials

Education, experience and certifications relevant to Firefighter/Paramedic duties:

- Possess a valid National Registry or Wisconsin Emergency Medical Technician-Paramedic license.
  - This licensure is available from a variety of locations, including but not limited to: Madison Area Technical College, Gateway Technical College and Mercy Health System - Janesville.
- Possess a Firefighter 2 certification with the State of Wisconsin, International Fire Service Accreditation Congress (IFSAC), National Board on Fire Service Professional Qualifications (Pro Board), or equivalent certification/training from another state.
  - This certification is available from regional technical colleges, including but not limited to: Blackhawk Technical College, Madison College and Gateway Technical College.



## Step 3: Qualifying Written Exam

Applicants for the position of Firefighter must pass a validated written entrance examination. This is a proctored exam that must be conducted at a testing site.

In order to enhance recruitment pools and engage diverse candidates, the Department may conduct the written exam off site at a college or university prior to confirming all other minimum requirements have been met.



## Step 4: Review of Qualifications

The Department's Assessment and Recruitment Team (ART) and Human Resources Department will review minimum qualifications. Depending on the number of qualified respondents, applicants may be ranked based on meeting both minimum and additional qualifications that are preferred.



## Step 5: Assessment Center

Those who meet the minimum qualifications and pass the written exam may be invited to an assessment center. A structured panel interview with a scoring rubric developed by Fire and Police Selection, Inc. (FPSI) is used for the assessment center. There are scenario-based interview questions specifically designed to objectively evaluate each candidate response. The assessment center is conducted by members of the Department's Recruitment Team along with a community member and/or a member of the Police and Fire Commission, and a member of the Human Resources Department. The recruitment team members include a diverse representation of the Department and along with a community component, bring transparency and diversity to the process.

Candidates will be ranked by score upon completion of the assessment center. Based on the hiring needs of the Department, the number of candidates in the pool, and the scoring ranks of the pool, a determination will be made as to which candidates shall progress to the Chief's interview. This may be the entire pool or a designated top percentage of candidates based on all of the factors.





## Step 6: Chief's Interview Panel

The interview panel shall consist of the Chief, a community representative and/or a member of the Police and Fire Commission, a member of the Human Resources Department and Fire Department staff members.

Questions are designed to evaluate a candidate's initiative in learning, practical orientation, role adaptability, service orientation, oral communication skills, job motivation and commitment, integrity, and respect for inclusion of diverse people and ideas.



## Step 7: Conditional Offer Requirements

Based on the candidate's ranking following the assessment center and interview panel, coupled with the hiring needs of the Department, candidates in the highest ranking may receive a conditional offer of employment requiring successful completion of the following additional requirements.

### **7.1: Background Investigation**

Candidates must complete a Department background investigation questionnaire and submit written consent prior to conducting the investigation. The background investigation shall include but may not be limited to personal work, criminal history and credit check. Issues under review include decision-making and judgement, maturity and discipline, honesty, integrity, and personal ethics.

### **7.2: Drug Test**

Candidates must successfully pass a drug test prior to hire.

### **7.3: Medical**

A medical examination is conducted to evaluate the candidate's medical fitness (vision, hearing, cardiovascular, respiratory, etc.) to perform the full range of firefighter duties, with no conditions which would affect the candidate's ability to safely perform those essential duties.

### **7.4: Psychological Evaluation**

A psychological evaluation with a licensed psychologist is conducted to evaluate the candidate's psychological fitness to safely perform the full range of firefighter essential duties.



## Step 8: Chief Recommendation for PFC Approval

The Chief makes recommendations for hire to the Police and Fire Commission (PFC). The Commission may approve or deny the Chief's recommendation. The candidate must meet all of the conditions and requirements listed above. The probationary period for all new hires is 24 months, subject to extension by the PFC. New hires must serve 8 years as a Paramedic, always maintain an Emergency Medical Technician license, maintain a valid driver's license, and never smoke tobacco on or off duty.



## Step 9: Probationary Period

The probationary period for all new hires is 24 months, subject to extension at the request of the Chief and approval of the PFC.

