

## Johnson Creek Fire & EMS Standard Operating Guideline

<b>Effective Date:</b> 1 May 2007	SOG Category & Identification Number: <b>Administration – 100</b>	Revision: 0
SOG Title: <b>100.07 HIRING PRACTICES</b>		
Approved by:	Re-evaluation Date: 30 April 2010	<b>Number of Pages:</b> 2

**Purpose:** To specifically identify what steps will be taken to ensure that each applicant has the same guidelines to follow and is treated with the same dignity and respect each hiring procedure.

**Scope:** This procedure will apply to all department members and will be used for all applications to which the Johnson Creek Fire & EMS Department responds.

In order to clarify terms in this procedure the following definitions have been included:

None

**General:** These procedures will apply to all employees involved in any emergency that involves the Johnson Creek Fire & EMS Department.

### **100.07.01. APPLICATIONS.**

- A. Each prospective candidate for employment must fill out a village of Johnson Creek Employment Application.
- B. Each application will then be forwarded to the department head for initial review of qualifications and characteristics.
- C. Applications will then be forwarded to the Deputy Chief of the prospective branch for review.

### **100.07.02. BACKGROUND CHECKS.**

- A. Prior to any applicant being appointed, each candidate will provide a criminal history check from the local law enforcement agency.
- B. A verifying check will be conducted at [www.wi-recordcheck.org](http://www.wi-recordcheck.org) to compare both criminal histories.

- C. If any criminal history is identified, the deputy chief of the prospective branch and the chief will review the criminal check to determine if the candidate is acceptable to move forward in the hiring process.

**100.07.03. INTERVIEWS.**

- A. Any candidate who receives permission to interview with the organization will be interviewed by a quorum of senior officers.
- B. Interview officers will consist of Chief, branch Deputy Chief, and branch Assistant Chief as a minimum.
- C. Interviewers will utilize the provided interview questions, and scoring sheet to annotate their scoring responses and notes.
- D. The applicant will be dismissed from the interview and shall be advised that he/she will be contacted as to the results of the interview process.
- E. All applicants who are recommended from the interview panel will be contacted and advised to report to the village hall to initiate all associated village paperwork.

**100.07.04. CANDANCY.**

- A. Once confirmation from Village Hall that all paperwork has been satisfied, the candidate will then be brought in and registered for the fire fighter entry training/ EVOC/ or EMS familiarization training that is necessary for their position.
- B. Candidate will be placed on one year probation and subject to following all policies and procedures of the organization.
- C. All necessary department issued paperwork, information and equipment will be distributed and received prior to the participation of any training that is necessary for the position.