



300.10 Hiring Practices

Policy

It is the policy of the West Licking Joint Fire District to require all potential candidates for employment to fully complete an accurate, written employment application and follow coordinated hiring process.

The purpose is to establish a coordinated hiring process for all personnel vacancies at the West Licking Joint Fire District.

The West Licking Joint Fire District Board will determine when a personnel vacancy is to be filled or when a new position will be created.

The policy applies to all employees and positions of the West Licking Joint Fire District.

Applications are available online at www.westlickingfire.org or may be obtained in person from the Administration Office located at 851 East Broad Street, Pataskala, Ohio. All applications submitted to the West Licking Joint Fire District must be filled out in their entirety and include all required documents. If an application does not meet this requirement, the applicant will not be considered for employment with the West Licking Joint Fire District.

Personnel vacancies at West Licking Joint Fire District will be posted for at least seven (7) calendar days. All current job postings will be posted on West Licking Joint Fire District's website. In addition, a notification for all open positions will be sent as an email to all current District employees. To maintain compliance with West Licking Joint Fire District's Affirmative Action Program, all open position notifications will be sent to an established list of community contacts, including colleges, other fire departments, the Fire Academy, etc.

The West Licking Joint Fire District Board must approve all conditional offers of employment prior to the offer being extended to the applicant. The Board retains the right to refuse an applicant for any reason that is not in conflict with any local, state, or federal law or District policy.

All applicants who are not qualified or not selected for a position will be notified in writing by the Fire Chief.

Once a conditional offer of employment has been made to an applicant, the applicant will be required to undergo a pre-employment physical examination, drug and alcohol test, a background check, and a polygraph examination.

Part-Time Employees

Applications will be accepted for part-time employees between March 15th and March 31st and October 15th and October 31st of each calendar year. All applications must be submitted to the Human Resources. If deemed necessary because of staffing needs, an additional two week application acceptance period may be established. The dates of the period will be established by the Fire Chief or Human Resources. Special consideration will be given for applicants who were on active duty military orders and were unable to submit their application during the established application acceptance period.



After the close of each application period, Human Resources will review the applications to determine which applicants meet the minimum qualification requirements for the position.

Pre-Employment Firefighter Testing = All applicants who meet the minimum qualifications will be subjected to a one day testing process. The testing process will consist of two parts: a physical agility test and an emergency response scenario test (Ergometrics).

The physical agility test is a pass or fail test. If the applicant can meet the established minimum physical requirements, they will receive a “pass” score.

The scenario based test will be administered through the Ergometrics program. Each applicant will receive a score between 0 and 100 based on their responses to the emergency scenarios.

Panel Interview = Applicants who complete the physical agility test and the scenario based test will undergo a panel interview coordinated by Human Resources. Panel members will be trained in the interview process by Human Resources. The preliminary interview panel will consist of an Assistant Chief and two Battalion Chiefs of West Licking Joint Fire District. If any of the designated panel members are unavailable to take part in the interviews, another Officer who is eligible to “act” in that Officers place may be selected by Human Resources to take part in the interview panel. Human Resources shall be present and shall oversee all interviews. Each interviewer may award an applicant up to 35 points for their answers. The total number of points possible for the panel interview will be 35 multiplied by the number of interviewers. Each applicant will be asked a list of standardized questions.

Ranking of Candidates = After all three segments of the pre-employment testing process have been completed; the applicants will be ranked based on their combined scores from the scenario-based test and the panel interview. The candidate who has the highest combined score will be ranked number one on the list; all other candidates will be ranked based on their combined scores, highest to lowest, until all applicants receive a ranking. This ranking will establish the “hiring list.”

Hiring a Part-Time Employee = If a part-time position becomes available at the West Licking Joint Fire District, applicants who are on the hiring list will be scheduled for a second interview with the Fire Chief and Human Resources who will then agree on which candidate will be offered the position.

Length of Validity = The score received by an applicant during the pre-employment testing will remain valid for 12 months from the date of the completed panel interview. When subsequent pre-employment test cycles are conducted, applicants will be added to the hiring list based on their combined scores. If an applicant has not been hired by the end of the 12 months on the list, they will be notified in writing that they have been removed from the hiring list. Applicants who are removed from the list due to the time limitation or who voluntarily resign from the list are eligible to retest for a part time firefighter position in the future. Applicants cannot test for a part time firefighter position more than once in an 12 month time period.

Full-Time Career Firefighters

All fulltime career firefighters will be hired from the current part-time firefighter employees, as long as a qualified candidate exists.



If a career firefighter vacancy occurs at the West Licking Joint Fire District, and the district intends to fill that vacancy, the vacancy will be posted according to the guidelines established in this policy. Any current part-time firefighter who intends to apply for the career firefighter position shall notify Human Resources in writing, prior to the close of the position posting.

Test and Interview Panel = All applicants for the fulltime career firefighter position will undergo a written general knowledge test that focuses on fire and emergency medical knowledge and then will undergo a panel interview.

The written test will consist of standardized questions and each applicant will receive a score between 0 and 100 based on their responses on the test.

The interview panel will consist of three (3) delegates appointed by the Fire Chief, one of which must be from Human Resources. Each interviewer may award an applicant up to 35 points for their answers during the interview. The total number of points possible for the panel interview will be 35 multiplied by the number of interviewers. Each applicant will be asked a list of standardized questions.

The two scores the applicants receive will be combined into one total score and a “hiring list” will be created based on these scores. The candidate who has the highest combined score will be ranked number one on the list; all other candidates will be ranked based on their combined scores, highest to lowest, until all applicants receive a ranking. The “rule of threes” will be followed and the candidates who are ranked number one, two, and three on the list will be eligible for the first open position. In no case will less than three applicants on the list be interviewed for each position. The Fire Chief and Human Resources will make the final determination as to which candidate will receive a job offer.

Length of Validity = The hiring list will remain valid for one year from the date the last applicant completed the panel interview or until the 50th percentile has been reached on the list. Once the list has become invalid, the testing process will reoccur to establish a new “hiring list.”

If another fulltime career firefighter position becomes available during the valid time period for the hiring list, the three highest ranking candidates on the “hiring list” will be eligible for the fulltime career firefighter position. The Fire Chief and Human Resources will make the final determination as to which candidate will receive a job offer.

Promotions = In all cases the West Licking Joint Fire District Board shall determine when a permanent vacancy exists or when a new position is to be created.

Administrative Positions

Any vacant administrative positions will be posted in conformance with the guidelines established in this policy.

After the close of the vacancy announcement, Human Resources will review the applications submitted, to determine which applicants meet the required minimum qualifications. Once it has been determined which applicants meet the required minimum qualifications, Human Resources will work with the direct supervisor of the vacant position to determine which candidates will be interviewed.



All applicants selected for an interview will first be interviewed by a panel of three (3) delegates appointed by the Fire Chief, one of which must be from Human Resources. Each interviewer may award an applicant up to 35 points for their answers during the panel interview; the total number of points available during the panel interview will be 35 multiplied by the number of interviewers. The candidates with the top four scores will be eligible for a second interview. The Fire Chief, in conjunction with Human Resources and the direct supervisor of the vacant position will determine how many applicants (up to four) will be interviewed a second time.

The second interview will be conducted by Human Resources and the direct supervisor of the vacant position. The two interviewers will mutually rank the candidates, with number one being the most qualified candidate, and create a “hiring list.” The offer of employment will be extended to the applicant ranked number one on the hiring list. If that applicant declines, the offer of employment will be made to the next applicant on the hiring list.

If either Human Resources or direct supervisor of a vacant position are unavailable to take part in the interview process, the Fire Chief may fill in for that position.