

Entry Firefighter Selection Process

Adopted – August 13, 2020

Step One (Application): Candidates will submit on-line applications with supplemental questions. Candidates may be screened according to their supplemental question answers (to determine firefighter eligibility with regards to age, felony conviction status and citizenship).

Step Two Written Exam: Human Resources will electronically notify all eligible candidates they are now eligible for the selection process and candidates will self-schedule themselves for the exam, which will be determined prior to advertisement and will be a Nationally Published Examination. The selection process may be administered live or electronically as determined by the needs of the Fire and Human Resources Departments. The written exam will include both a cognitive portion and non-cognitive portion. The cognitive portion includes measuring the candidates' ability to learn and perform tasks, such as reading comprehension and the ability to apply logic and reason. The non-cognitive component of the exam will include assessment of a variety of traits desirable for the firefighting profession, such as community service, teamwork and motivation for a career in firefighting. The exam score may either be weighted separately or combined; Human Resources will determine how the score will be utilized or weighted upon advice of the vendor providing the exam.

Step Three (Physical Ability): Human Resources will electronically notify eligible candidates they are now eligible for the physical ability test. The number of eligible candidates will be determined by the number of passing candidates and the number of projected vacancies using a banding approach. Passing the selection process administered in step two (2) does not guarantee eligibility to compete in the physical ability component. Multiple sessions of physical ability testing may be administered. Eligible candidates will be notified, and candidates will self-schedule themselves. The LRFD will administer the physical ability test. Successful candidates will be moved to ***Step Four***. Candidates that can provide documentation of successfully completing the CPAT (Candidate Physical Ability Test) within twelve months of the candidate's written exam date will be able to waive the City's physical ability testing and go to the next step. Physical ability testing is pass/fail only.

Step Four (Creation of Total Exam Score): A total exam score will be created by adding any applicable additional points to the applicant's written exam score, to create a total exam score.

Candidates who meet the following criteria shall be eligible to have additional points added to their composite score to create a Final Composite Score.

Additional Points:

<u>Veteran Credit:</u> Any candidate who has served who has served at least six (6) months in active duty in the armed services within ten (10) years of the application submission date, and has received a general or honorable discharge will be eligible to receive veteran credit. A copy of a DD-214 is required to obtain points.	Four (4) points
<u>Certified EMT:</u> Any candidate who has acquired certification as an EMT.	Two (2) points
<u>Certified Paramedic:</u> Any candidate who has acquired certification as a Paramedic.	Four (4) points

Candidates who have received college credit hours or a degree at an institution accredited by an accrediting association recognized by the U.S. Secretary of Education will be given education points to the overall composite score. The institution's accreditation must have been in effect during the time period in which the degree/hours were earned.

Points will be awarded according to the following chart:

30 – 59 college credit hours	One (1) point
60 – 89 college credit hours	Two (2) points
90 – 119 college credit hours	Three (3) points
120 or more college credit hours or Bachelor's Degree	Four (4) points

Candidates will be ranked by their Final Composite Scores, (composite score plus additional points for which an applicant receives credit).

Candidates can receive up to four (4) additional points. Transcripts and any other documentation to obtain extra points must be provided to Human Resources within thirty (30) days of the administration of the written exam component.

Step 5 (Interview): An interview will be conducted on eligible candidates, which will be determined by candidate ranking in conjunction with the number of projected hires. A portion of the interview will be in the format of a structured interview, and the interview will be pass/fail. The rater panel will be diverse and comprised of a Command Staff Representative (Chief/Assistant Chief), Chief of Training and a Battalion Chief. A member of Human Resources will be present to provide legal guidance.

Criteria for failing will be established as a collaborated effort by both the Human Resources and Little Rock Fire Departments. It will be up to the discretion of the Fire Chief and the Human Resource Department if any additional testing (i.e. written communication or personality) will be administered to the interview group. Personality testing will be a pass/fail only and will be administered by a licensed psychologist. Written communication testing may be pass/fail or scored, based on the needs of the Department.

Step Six (Background Investigation): Background investigations will be conducted on all eligible candidates; the number of backgrounds conducted will be determined by the number of vacancies or projected vacancies. HR will disqualify any applicant: (1) who fails to complete the background authorization, and/or (2) who fails to submit any required documentation after a reasonable amount of time.

Certification/Pre-Employment Screenings/Hiring: Human Resources will assign all successful candidates to an eligibility list. The eligibility list will be in ranked order, with numerical ties handled according to Civil Service practice (i.e. 1, 2, 3T, 3T, 5,) and presented to Civil Service for certification. Final hire contingent upon results of pre-employment screening (i.e., medical-physical exam, and drug/alcohol screening).