

Hiring Process Guidelines

Year-round Open Application
(modified for COVID-19 precautions)



This guide is a basic outline of James City County Fire Department's Firefighter hiring process. Carefully review all of the information included with this guide. Each component of the process outlined below is mandatory for every applicant. Any applicant that cannot complete each component within one year of application will be discontinued from the process. **Note—changes have been implemented to address COVID-19 pandemic concerns.**

APPLICATION

- Review the job posting, requirements and job description for the position of Firefighter.
- After ensuring that you do not meet any *Automatic Disqualifiers*, submit a complete and thorough application via the *James City County Career Center* at <https://jobs.jamescitycountyva.gov>.
- Each application will be screened to ensure that the minimum qualifications are met by the applicant.

ELIGIBILITY (Information Session)

ATTENDANCE MAY BE VIRTUAL OR IN-PERSON

- Information session including:
 - County and Department overview, benefits overview, hiring process details
 - Background investigation overview and opportunity to meet with a background investigator privately (or via telephone or video)
- *Automatic Disqualifier Statement* completed prior to Eligibility Session
- *Application Review Statement* completed prior to Eligibility Session.

SELECTION (Application Review, Panel Interviews)

- Once an applicant is confirmed eligible for selection, an in-depth application review will take place to include screening of qualifications. Upon completion of this review applicants may be selected for panel interviews. Multiple eligible applicant pools may be established.
- Traditionally, two panel interviews are conducted to measure communication skills, interpersonal relations, judgment, analytical ability, motivation, integrity, customer service, teamwork, and, values to become a firefighter, however, both panels will be combined for one interview to minimize the applicant's time commitment.
 - Behavioral or experiential interviewing techniques are used during the course of the interview.
- Those satisfactorily completing the background and post-conditional offer checks will be placed in a pool for further consideration. Permanent offers of employment will be determined by number of vacancies and the needs of the organization. Please note, this pool of applicants will remain active for one year.

APPLICANT PHYSICAL ABILITY TEST

- Applicants who complete the Panel Interviews with a recommendation to *continue* or *hold* will be invited to the *Applicant Physical Ability Test (APAT)*:
 - Pass/fail test
 - Scheduled by appointment
 - Successful applicants may be recommended to advance to the background investigation.

BACKGROUND AND POST-OFFER CHECKS (Conditional Offer of Employment)

- Background investigation and post-conditional offer checks include:
 - Background investigation including: polygraph examination, criminal history, sex offender, driving and credit history record checks, neighborhood survey, character references, employment history; applicants will be required to complete an extensive questionnaire prior to an initial meeting with the background investigator
 - Medical/physical examination and drug screening
- Those satisfactorily completing the background and post-conditional offer checks will be placed in a pool for further consideration. Permanent offers of employment will be determined by number of vacancies and the needs of the organization. Please note, this pool of applicants will remain active for one year.

COVID-19 PRECAUTIONS

- All in-person contacts will be conducted in accordance with the current James City County policies in conjunction with state and federal recommendations:
 - County employees will be screened upon reporting to work; applicants will be screened (and temperature taken) at all hiring process entry points
 - Masks will be required to enter County facilities
 - Equipment and common touch points will be sanitized between applicants
 - Applicants will be provided scheduled appointment times and check-in instructions
 - Some virtual or remote options are provided, however, some components cannot be completed virtually or remotely.

If you have any questions about this process, please visit www.jamescitycountyva.gov/Fire or contact Fire Department Recruitment Coordinator at fire.recruiting@jamescitycountyva.gov or (757) 565-7650.

Please note that specific information will not be given regarding an applicant's performance or ranking in this process.