



Career Essentials

Module 15



Firefighter jobs

are considered one of the most rewarding positions to obtain.



Fire Service Careers

Introduction

Paid

- Career Departments
 - Municipal
 - Fire Districts
 - State
 - Federal
 - Private
- Seasonal
- Paid Call

Volunteer

- Rural/Small Districts
- Reserves



Steps to Get Hired

Job Announcements

- Department Website/Interest Cards
- Internet Searches
- Industry Websites
 - governmentjobs.com
 - firerecruit.com
 - firejobs.com
 - firecareers.com

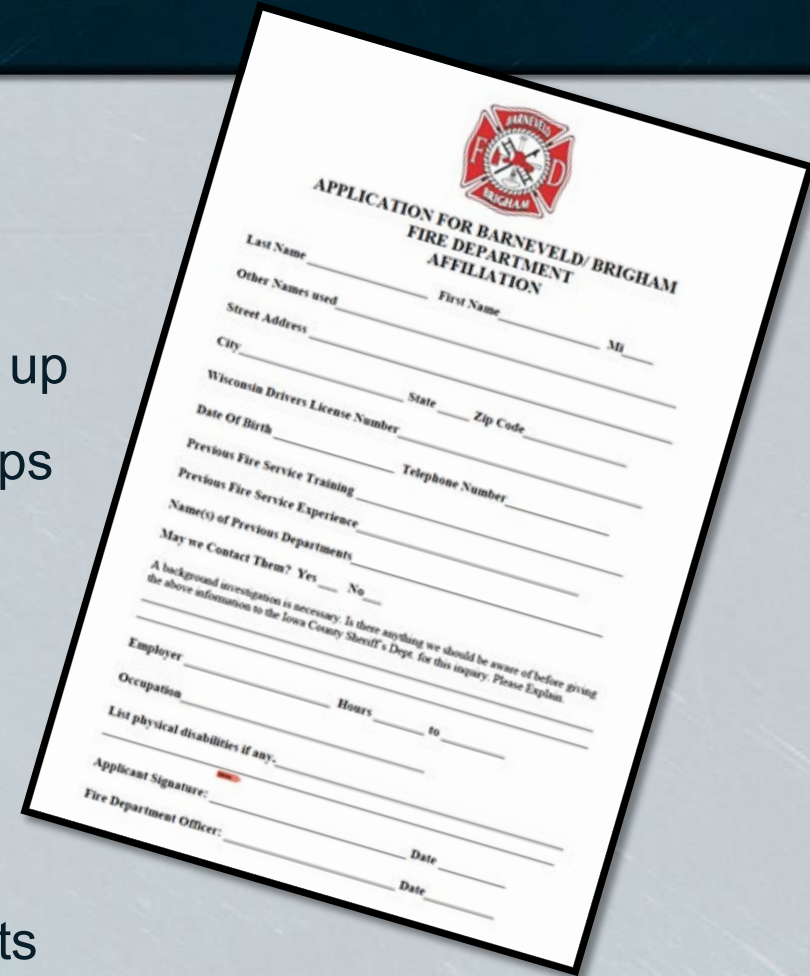
***READ THROUGH
REQUIREMENTS, STEPS, AND
MINIMUM QUALIFICATIONS!***



Steps to Get Hired

Application

- Printed or Online
 - Limited time frame to access/pick up
 - Dress professionally at all steps
 - Limited acceptance window
 - Time Frame
 - Number of Applicants
 - Lottery
 - Know the submission requirements
 - Type answers
 - COMPLETE FULLY!

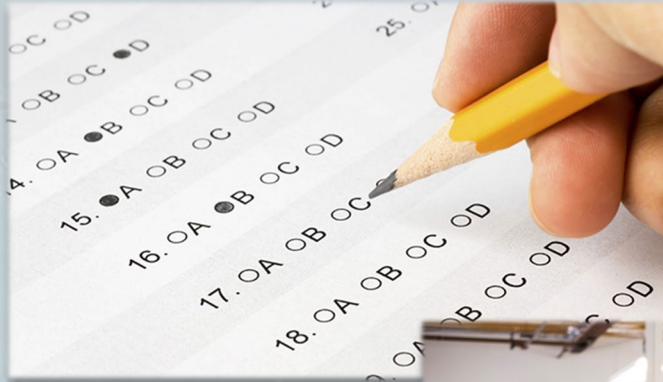


The image shows a sample application form for the Barneveld/Brigham Fire Department. The form is titled "APPLICATION FOR BARNEVELD/ BRIGHAM FIRE DEPARTMENT AFFILIATION" and features the department's logo at the top. The form includes fields for personal information such as Last Name, First Name, Other Names used, Street Address, City, State, Zip Code, Date of Birth, Telephone Number, Wisconsin Drivers License Number, Previous Fire Service Training, Previous Fire Service Experience, and Name(s) of Previous Departments. It also has a section for "May we Contact Them?" with Yes/No options and a disclaimer: "A background investigation is necessary. Is there anything we should be aware of before giving the above information to the Iowa County Sheriff's Dept. for this inquiry. Please Explain." Below this are fields for Employer, Occupation, and Hours. There is a section for "List physical disabilities if any." and a signature line for the Applicant. At the bottom, there are lines for the Fire Department Officer's signature and date.

Testing Process

Phases:

- Written Test
- Physical Agility Tests
- Oral Interview
- Background Investigation



Written Test

Standardized Test

- Testing Consultants
- Testing Consortiums

Subjects

Math

Reading Comprehension

Mechanical Aptitude

Personality Assessment

Fire Service Questions

(based on qualifications)



Written Test

STRATEGIES FOR ANSWERING QUESTIONS

1. Read the entire question carefully.
2. Eliminate choices you know are wrong.
3. If you are confident in your answer, move on.
4. If you have more than one answer, decide if you should take the time to answer now or come back to it.
5. If you don't know the answer, skip it for now.
6. Don't give up on questions. Leave hard questions until the end.
7. There is no penalty for guessing – leaving it blank counts wrong.
8. Don't change your answers too much. Most time you were right the first time.
9. Answer personality questions honestly without reading too much into them.
10. Eat well, sleep well, be early. Dress professionally.

Physical Agility Testing

Standardized Test

- Self Validated
- Testing Consortium
 - CPAT

May be Pass/Fail or Timed



***READ THROUGH INSTRUCTIONS AND
ATTEND ANY ORIENTATION/PRACTICE
OFFERED***

Physical conditioning takes months not days!

Oral Interview

Dress appropriately. Personal grooming and cleanliness should be impeccable. Keep cologne or perfume to a minimum. Pay particular attention to hands and fingernails.

Arrive AT LEAST 15 minutes early. Know the exact time and location of your interview; know how long it takes to get there, park, and find a restroom to freshen up.



Oral Interview

Treat other people you encounter with courtesy and respect. Their opinions of you might be solicited during the hiring process.

Offer a firm handshake, make eye contact, and have a friendly expression when you are greeted by the interviewer.



- Maintain good eye contact during the interview.
- Sit still in your seat; avoid fidgeting and slouching.
- Respond to questions and back up your statements about yourself with specific examples whenever possible.
- Ask for clarification if you don't understand a question; and be thorough in your responses while being concise in your wording.
- Use good grammar and good diction. Say "yes", not "yeah." Don't fill pauses with "um," "uh" or "ah". Don't punctuate sentences with "you know", "like", "see" or "okay".

- Answer the question and use personal experiences
- Come prepared with knowledge of the Department.
- Prepare for common Firefighter Interview questions.
 - Don't unload on the first question
- Evaluate scenario questions (Legal vs. getting along)
- PRACTICE, PRACTICE, PRACTICE!
- Panel made up typically of Fire and Non-Fire Personnel.

Interview Don'ts

- Don't make negative comments about previous employers or supervisors (or others).
- Don't treat the interview casually, as if you are just shopping around or doing the interview for practice. This is insulting to the interviewer and the organization.
- Don't give the impression you are only interested in the benefits.
- Don't chew gum or smell poorly
- If you carry a cell phone, turn it off (not just on vibrate) during the interview.

Answering Questions?

Your points must be CLEAR, RELEVANT AND ADEQUATE:

The panel needs to determine if you can do the job, if you will do the job, and if you fit in.
Hiring the RIGHT person is the goal.

Use personal experiences to SHOW them you get it.

Be specific, not general or vague! Don't ramble.

Next Steps

Edibility List Ranking

Chief's Interview

Background Investigation

Conditional Offer

Health Screening

Start Date

This process takes months if not years!

SAMPLE INTERVIEW QUESTIONS

1. Please prioritize the following in order of importance to you: Career, Family, Friends.
2. Suppression, Prevention and Public Education, rank them in order of importance in the Fire Service and explain your reasoning.
3. Describe a difficult decision that you've had to make in your life. What were the circumstances and what was your decision? Would you make the same decision again?
4. Tell us about a conflict you've had with a co-worker or supervisor. What actions did you take to resolve this conflict? What did you learn from it? What would you do differently if the same situation arose again?
5. Tell us about a mistake you've made in your past and what you learned from that mistake.
6. What have you done to prepare for this interview?
7. What have you done to prepare for a career in the fire service? What have you done to prepare for a career with the _____ fire department?
8. Where do you see yourself in 5 years? 10 years?
9. Why do you want to be a firefighter?
10. Why do you want to be a firefighter for the City of _____?
11. What is the most appealing aspect of being a firefighter?
12. What is the least appealing aspect of being a firefighter?
13. What do you consider to be your strongest asset? your weakest?
14. Why would you be a good firefighter?
15. Give an example in which you had to work as part of a team in order to achieve a common goal.
16. What is the advantage of working in teams?
17. Why is teamwork so important in the fire service?
18. How do you and your family feel about you working 24 (or 48) hour shifts?
19. What makes you think you would be able to deal with the stresses of being a firefighter?
20. How have you prepared yourself to remain calm and react effectively at emergency scenes?
21. Give an example of a time which you were faced with an emergency situation.
22. Explain the circumstances and your actions.
23. What kinds of personal conflicts/problems might arise in a firehouse and what could you do to minimize such problems?
24. What personality traits do you possess that make you feel you would be a good firefighter?
25. If hired what would you give to our department?
26. What are some of the important traits a firefighter must possess?
27. What is the most important trait a firefighter must possess?
28. How could you help maintain good relations around the firehouse?
29. What is a typical daily routine in a firehouse?
30. What will you do with your spare time while on duty?
31. What duties does a firefighter perform?
32. What is the most essential duty a firefighter performs?
33. What type of person would you find it most difficult to work with?
34. Would you ever disobey an order?
35. When would you disobey an order?
36. What do you know about the city of _____?
37. What do you know about the organizational structure of the _____ Fire Department?
38. What are your hobbies and/or interests?
39. Define harassment/sexual harassment.
40. What would you do if you were witness to someone being sexually harassed/harassed?
41. Have you ever been directly or indirectly or known someone who was involved in a sexual harassment/harassment dispute? What were the circumstances?
42. Honesty and Integrity, define them and why are they important in the fire service?
43. Pride and Loyalty, define them and why are they important in the fire service?
44. What are the advantages and disadvantages of similar groups vs. diverse groups of people when working as a team?
45. What do you think the future holds for the fire service?

46. Where do you see the fire service going (how do you see it changing) in the next 5-10 years?
47. If we were to contact your present or former employer, what would be one negative point they might raise about you?
48. Are you currently on any other fire department eligibility list?
49. What would you do if we offered you a position, and then soon after, you were offered a position with a bigger and better paying department, why would you stay?
50. As part of the hiring process we will be doing an extensive background investigation. Is there anything in your past that you would like to discuss or explain to this panel?
51. For weeks you notice that someone has been eating your cereal and drinking the milk that you bring in. You have already asked everyone to please not do so and have even begun labeling your food. One morning you walk into the kitchen and senior firefighter Bob is helping himself to the last of your milk and cereal. WWYD?
52. While shopping for groceries on duty a civilian approaches you and asks why his tax dollars are paying for you to hang out and shop at the grocery store. He is obviously very upset and angry. WWYD?
53. While on scene at a medical aid you are asked to go back to the engine to get a piece of equipment. In route to the engine you notice that its placement is blocking traffic. Traffic is backing up and an irate citizen is yelling for you to move the engine. You are not the engineer. WWYD?
54. You suspect a fellow firefighter has a drug problem. WWYD?
55. You see a fellow firefighter slip an expensive watch into his turnout coat during overhaul. WWYD?
56. During the final exam of your probationary academy, you see two fellow recruits exchanging answers. WWYD?
57. Your captain orders you to get him a radio from the engine, one the way the battalion chief stops you and asks you to deliver an ax to the team on the roof right away. WWYD?
58. You feel a fellow firefighter is not pulling their weight when it comes to station chores. WWYD?
59. Your shift captain clearly delegates much more work to you then to the other firefighters on the shift who are consequently all off duty drinking buddies. WWYD?
60. You are assigned a task that you strongly feel is unsafe. WWYD?
61. You and another recruit are assigned duties together, but you continually end up doing all the work. WWYD?
62. You are having dinner at the firehouse and someone makes a comment that you find personally offensive. WWYD?
63. Tell us a little about yourself and how your education, training, and experience have qualified you for this position.
64. What's an important value to you and give an example of how this value affects your life?
65. Give an example of your loyalty to the fire department.
66. Describe in your own words the key values of this fire department.
67. What are three issues facing the fire service today?
68. What is the weakest attribute you bring to this position and what have you done to overcome it?
69. What is the biggest challenge you will face in your new position?
70. What is your strongest attribute?
71. How do you motivate others?
72. What style of leadership have you adopted?
73. What do you feel are the main roles and responsibilities of this position?
74. How would you deal with a policy change from management that you disagree with?
75. In your opinion, what is the one glaring deficiency in your department and is there anything you feel you can do in this new position to correct or alleviate this deficiency?
76. How do you go about resolving conflict?
77. Why should we select you over other candidates?
78. What do you bring to this position?
79. What does leading by example mean to you?
80. What would your current supervisor say about you?
81. What are your short and long range goals?