

## Kamloops Fire Rescue 2021 Firefighter Recruitment

### Frequently Asked Questions

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**Q** *How does the on-line application process work?*

The online application system can be found on the City of Kamloops' Career Opportunities webpage at <http://www.kamloops.ca/city-hall/career-opportunities>.

You must have a candidate profile in the system in order to apply for current job postings. Click the "**View Current Opportunities & Apply**" tab to create your online profile. From there, you can apply for the Firefighter job posting. **Upload your résumé into your profile** and attach all supporting documentation under the "Resume Attachments" section.

**Q** *Can I submit my application and résumé in person, by fax or by-email?*

**No.** Applications and résumés will only be accepted through the on-line process as outlined in the job posting.

**Q** *Do I need to submit a résumé along with my on-line application?*

**Yes.** In order to thoroughly assess your application, we require a résumé outlining your skills, past work experience, and education. It is recommended that you copy and paste your resume into your online profile and attached a MS Work or Adobe Acrobat (.pdf) file.

**Q** *Do I need to submit copies of my certifications/proof of qualifications with the on-line application?*

**Yes.** Copies of all of your documents and certifications must be uploaded in the "Resume Attachments" section of your online profile on the recruitment page.

**Q** *How do I know if my on-line application was received?*

You will receive an email confirming that your on-line application was received. Please do not reply to this email. Please check your SPAM folder, in the event that your confirmation email was filtered there. Please do not call us to verify that your application was received unless you do **not** receive an email confirmation.

**Q** *Will my application be considered if I submit it after the closing date of May 14, 2021?*

**No.** The posting will be removed from the site after the closing date.

**Q How long is the recruitment process?**

The recruitment process lasts several months. We do our best to condense the testing into a short period of time for the convenience of applicants but the rest of the process i.e. interviews and selection decisions will take place over a number of weeks.

**Q How often should I expect to hear from the recruitment panel?**

Only those applicants selected to enter the recruitment process will be contacted. We will endeavour to keep you informed and current with information as it is relevant to the status of your application. It is your responsibility to advise the City of changes in your contact information or if you will be unavailable for a period of time. **All correspondence with applicants will be done through email.**

**Q What are the scheduled dates for testing and other steps in the recruitment process?**

<b>Recruitment Step</b>	<b>Dates</b>	<b>Location</b>
Competition Open	April 30, 2021	Online
Competition Closed	May 14, 2021	Online
First Interviews (VidCruiter)	May 21 – 25, 2021	Online
Written Testing	June 4 – 6, 2021	Online
Physical Performance Testing	June 25 – 26, 2021	Kamloops
Prevue Job Fit Assessment & Police Information Check	Ongoing From June 28 – July 2, 2021	Online
Second Interviews	July 5 – 9, 2021 <i>(please note, candidates that are successful in moving onto second round interviews will be notified on June 28, 2021 and have the ability to select their date/time for their second round interview on one of the dates above)</i>	Kamloops
Eligibility List Formed	July 14, 2021	Kamloops
References and Medical Exam	Candidates to be advised	Kamloops

**\*Note that these dates are subject to change\***

**Q If I am unable to make the scheduled dates for the testing, can I schedule another time?**

**No.** Unfortunately, the recruitment schedule is set and we are unable to accommodate individual requests.

**Q Do you accept out-of-province applications?**

**Yes.** However, be aware that you will be required to travel to Kamloops on separate occasions to attend testing and interviews. Any costs associated with travel and/or relocation expenses are your responsibility.

**Q** ***I am currently a professional firefighter with another city. Do you have an experienced firefighter transfer program?***

**No**, but we encourage applications from both entry-level and experienced firefighters.

**Q** ***Can you recommend courses to take to better my chances of being selected?***

Due to the competitive nature of the selection process, we do not counsel or provide recommendations to potential applicants on how to increase their competitiveness. All requirements are set out in the job application process.

**Q** ***I am an auxiliary or paid on call firefighter. Do I have an advantage?***

All applications are considered as per the requirements of the position. Having experience as a firefighter of any kind will enhance the applicant's qualifications.

**Q** ***What is the cost to participate in the recruitment process? When do I pay the fee?***

There are costs associated to participate in certain steps of the recruitment process. You only pay if you make it to each step in the process. Costs are as follows:

**Moderated Online Assessment (Written Test) - \$300+GST**

Shortlisted applicants will be contacted by Trainor Vocational Consulting Corp. (<https://trainorvocational.ca/>) to register and pay via e-transfer \$300.00+GST to complete the required testing. Payment will be made via e-transfer prior to the testing date (June 4 – 6, 2021) or the applicant will not be able to participate.

**Performance Testing (VO2 Max) - \$15**

Only exact cash or pre-written cheque will be accepted. Please make cheques payable to **Stride Performance**. Candidates should have their cheque prepared or exact cash prior to arrival for performance testing on June 25 or 26, 2021

**Note that any fees received for a specific step in our process are non-refundable and will be required before you can participate in that step.**

**Q** ***Why do candidates pay fees to participate in the hiring process?***

As a municipal organization, our department must be fiscally responsible for managing funds we receive through taxes. To ensure there are enough resources to provide emergency response services, firefighter applicant testing procedure must run on a cost-recovery basis. This is standard procedure throughout the province(s).

**Q** ***What does the written knowledge test involve?***

The written test is a series of multiple choice questions. Testing will be conducted via Zoom between June 4 to 6, 2021 and the candidates will receive full instructions on the date of their test. The assessment will be conducted by Trainor Vocational Consulting

Corp and will encompass verbal reasoning, numerical reasoning, spatial reasoning, mechanical reasoning and an English language test (literacy). In order to participate, it is highly recommended that candidates have a laptop or desktop computer and a good internet connection.

**Q *What does the physical testing involve?***

The physical testing is a series of tasks that are typical to the position of Firefighter. These tasks are outlined on the Physical Fitness Test - Doctor's Consent Form (attached PDF) that you must complete and submit with your application.

**Q *When is vision and hearing testing required?***

Candidates will have their vision and hearing tested if they make the final eligibility list. You are not required to provide us with your results for previous vision and hearing tests prior to this.

**Q *How many positions are available?***

The purpose of this current recruitment will be to fill any vacancies that may arise in 2021 and 2022.

**Q *If I am unsuccessful at any step in the selection process, what feedback can I expect?***

Unfortunately, due to the high number of applications received in the recruitment process, we are unable to provide applicants with individual feedback. If you are unsuccessful at any stage in the process, you will receive an email through our recruitment system. You are however welcome to apply for future firefighter recruitments.

**Q *I have a conviction for driving under the influence, will that prevent my application from being considered?***

A driving record that demonstrates safe and responsible behaviour is a requirement of the position of firefighter. While any one factor does not prevent an application from being considered it is taken under consideration when reviewing a candidate's application. Applicants who have more than six (6) points in the last three (3) years from the date of application are considered excessive and will exclude the applicant from further consideration.

**Q *I live in another province and have a driver's license, can I still apply?***

Yes, but it is your responsibility to provide proof of your license equivalency.

**Q *I passed each stage of the testing process, but did not get a face-to-face interview, why?***

Passing each stage of the testing process does not automatically merit an interview. Due to the high number of applications received, the testing process is used as a screening tool. The recruitment panel reviews each application and only those with the strongest overall scores are selected for interviews. The number of candidates selected for interviews will also depend on Kamloops Fire Rescue's expected hiring needs.

**Q     *I do not have a Class 3 or Class 1 license, can I still submit an application?***

You must have proof that you have an appointment to complete the Class 3 or 1 when submitting your application and you must provide a valid Class 3 or 1 with air brake endorsement prior to reaching the interview stage of the selection process.

**Q     *I have all the required qualifications, why wasn't I selected for the testing stages?***

Unfortunately, not everyone who meets the required qualifications can be selected. The application process is highly competitive. We accept applications from people with a wide variety of skills, experiences and attributes. Applicants are measured on their ability to meet or exceed our standards and we strive to select the very best candidates.

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### **Summary of Key Points**

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1. You can only submit an on-line application form and résumé.
2. You need to be successful at each stage of the selection process to advance to the next stage and be considered for hire.
3. If you are unsuccessful at any step throughout the testing process, you will be informed that you cannot continue in the current recruitment process.
4. You are responsible for ensuring that your application package is complete. **Incomplete applications will not be considered.**
5. If you intentionally misrepresent yourself or your qualifications, knowingly withhold information or are deceitful at any stage in the process, your application will be withdrawn.
6. Unless your contact information changes during the recruitment process, no phone calls or emails please. All information you need can be found in this document and on our website.
7. The 2021 recruitment competition will close on Friday, May 14, 2021 at 11:59pm.