

# Flow Chart for Fire Entry-Level Selection Process

**Application** submitted online. Computer auto-screens if applicant meets minimum qualifications. E-mail notifications sent to applicant upon receipt and after screening.

Qualified applicants invited via e-mail to schedule **Ergometrics FireTeam video exam**. Video exam administered various dates and times over a 2-3 week period.

Applicants scheduled for exam given a deadline to submit DD214 and/or schedule a language test to be eligible for **preference points**.

Applicants passing the Frontline exam are banded by exam score plus preference points and placed on the **Prospective Employment List (PEL)**. Randomly drawn priority numbers are assigned to progress the candidates through the remainder of the process.

Top banded candidates are invited to complete a **Personal History Statement** requiring detail about applicant's background.

A pass/fail **Job Suitability Assessment (JSA)** is conducted by an outside Psychologist specializing in Public Safety selection.

Candidates passing the JSA are given a **Polygraph** examination. The polygraph is used as a tool in the background investigation and is conducted by outside company specializing in Public Safety selection.

A **Background investigation** is conducted by outside contract investigators according to strict California POST guidelines to include in person candidate interviews and home visits.

An executive summary is completed by the background investigator and presented to the Commission for **Final Review**.

The Commission approves by majority if candidate receives a **Conditional Job Offer** of employment. Conditional job offers are given to the number of Recruits needed in the Academy, plus alternates.

Candidates with a conditional offer must pass a **Post-Offer Psychological Assessment, Medical Exam and Substance Abuse** screening. They must also have a current **CPAT** certificate by Academy start date to make the final certification list.

Number of recruits needed to fill the Academy that pass post-offer testing are given a **Final Job Offer** letter. Remaining passing candidates are applied to the next Academy.

Recruits accepting the final job offer fill the **Academy** in order of priority number. Once in the Academy, priority number is removed and rank is established by Academy standards.