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|  |  | **Blue Ridge Fire District**  **Policy and Procedure** | | |  | General Order Number  **C305** | |  |
|  |  | | | | | | |  |
|  | Subject:  **Recruitment** | | | Effective Date:  **April 1, 2015** | | | Total Pages:  **1** |  |
| Board Approval Date:  **March 21, 2015** | | | Rescinds: |  |
|  | Application:  **All District Personnel** | | *Signed into effect as authorized by the Board of Directors*  John Banning, Fire Chief | | | | |  |
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**PURPOSE**

To maximize the Fire District efforts and resources in the recruitment and selection of employees, and to employ a process to identify the best qualified applicants available.

**SCOPE**

This policy applies to the recruitment and selection of all positions within the Fire Department, with the exception of the positions of Fire Chief and clerical support staff.

**POLICY**

When a position vacancy occurs, the Fire Chief shall coordinate a recruitment, examination, assessment, and selection program, as deemed appropriate, designed to identify the most capable individual for the position, without regard to race, sex, color, age, national origin, religious affiliations or disability. Posting may consist of an internal candidate process prior to an external candidate process.

The Fire Chief or his designated representative shall review the position opening, the job description, position requirements, and any other pertinent information related to the position vacancy. The Fire Chief shall give final approval to the minimum requirements established for the position, on the premise that circumstances may at times drive some variation in the specific requirements for that particular position vacancy.

In the event of a combination examination process, the Fire Chief or his designated representative shall determine the relative value or weight of each portion of the examination. Any portion of the examination may be designated as “qualifying only”, indicating that such portion shall be on a pass/fail basis to determine the candidate’s eligibility to continue in the examination process.

In the event that the examination process does not yield a successful candidate, the Fire Chief or his designated representative shall either repeat the process, or in the case of an internal examination, open the process to outside applicants.

New hire job offers shall be extended contingent upon successful completion of a medical/physical examination, a drug screening, and background investigation. If the examination determines that the individual does not successfully pass these examinations, the offer shall be withdrawn.

The Fire Chief shall make the final decision and approval on hiring of all personnel.

On or before the new employee’s first day of employment, all necessary new hire paperwork shall be completed.

New employees shall be oriented to their position and the District. The orientation shall be the responsibility of the assigned supervisor and/or Fire Chief.