

Madison Fire Department Firefighter Hiring Process

Currently, the City of Madison Firefighter hiring process is conducted approximately every 2 years. The firefighter recruitment and selection process is extensive and generally takes between 10 months and 2 years from initial application to hiring depending on eligibility. The City of Madison is an Equal Opportunity Employer. We encourage people of color and women to apply. Candidates who successfully complete the steps are placed on the Police & Fire Commission's (PFC) Firefighter Eligibility List, which remains in effect for approximately 18 - 24 months or until such time as the list is dissolved by the PFC. The recruitment & hiring process is a collaboration between the PFC, the Fire Chief, Ergometrics (FireTEAM testing) and City of Madison Human Resources. The current process generally consists of the following steps:

Step 1: Recruitment Process

Recruitment is an on-going process within the MFD. Recruitment is led by a committee that includes Chief Officers, co-chairs and a recruitment team of diverse MFD personnel. The recruitment team drives the process by encouraging perspective candidates to apply to the MFD. Recruitment occurs by but is not limited to: high school and college visits, job fairs, sports and recreational team visits, ethnic and gender specific events, neighborhood and community gatherings, the hosting of open houses at fire stations, military member open houses and other military recruiting events. In addition, the MFD runs radio commercials, places advertisement in newspapers, magazines and other digital formats as well as social media. The MFD's website contains up to date information regarding the hiring process.

Step 2: Application Process

Candidates must complete the online application via the NEOGOV website. All hiring process correspondence is sent via email. In order to be considered for employment with the Madison Fire Department, at the time of application a candidate must:

- be a United States citizen
- be at least 18 years of age (there is no maximum age limit)
- be a high school graduate or possess a high school equivalency diploma
- possess a current driver's license

Step 3: FireTEAM Written Examination (Video-Based Multiple-Choice Test)

There are several components of the video-based multiple-choice test. The first component is a human relations test that focuses on teamwork and human relations skills and was specifically designed for firefighters and emergency response personnel. The three other components include a mechanical aptitude test, a math test, and a

reading ability test, which were developed to measure specific aptitudes important to the occupation of firefighter and emergency response personnel.

After scoring the examination, passing candidates are split into two bands (A and B) based on test scores. Our vendor utilizes a formula based on federal guidelines to create the banding process. The A band progresses through the interview process in the initial year, while the B band is processed in the subsequent year.

Step 4: Community Member Oral Board Examination

Upon passing the FireTEAM written examination, the candidate is invited to the Community Oral Board examination. Panel members are members of the community who interview candidates on their communication skills, life experiences, and their personal core values to determine overall fit of the candidate for the community. Examples of community members include but are not limited to: City of Madison police workers, employees of other city, county, and state agencies and departments, MFD retirees, community leaders and other community volunteers.

Step 5: Department Oral Board Examination

Upon passing the community member oral board, the candidate will be invited to participate in the Department Oral Board examination. The Department Oral Board Examination is designed to measure a candidate's ability to integrate into the organization in several different areas: verbal comprehension, verbal expression, reasoning, fluency of ideas, and originality. Department panel members include but are not limited to: Assistant Chiefs, Division Chiefs, members of Firefighters Local 311, MFD retirees and other community members.

Step 6: Fire Chief's Interview

After passing the department oral board examination, the Fire Chief, along with the Assistant Chief of Personnel and the Division Chief of Training interviews each candidate. Upon completion of the interviews, the Fire Chief reviews the candidates' files and selects a number of individuals to move on to the next step in the process, the physical ability test.

Step 7: Physical Ability Test

The Physical Ability Test (PAT) consists of a series of events that simulate firefighting activities. These events include the following events: Stairmaster Stepmill, Ladder, Hose Drag, Sledgehammer, Search, Rescue, Pike Pole. After successful completion of the PAT, the Fire Chief selects candidates to receive an extensive reference/background check for possible future employment.

***At this point, the PFC approves an eligibility for hire list and conditional offers are made.**

Step 8: Background Check

A selected number of individuals will receive an extensive reference/background check conducted by the MFD's Fire Investigation Division. Candidates who reach this phase of the process are required to fill out a history statement packet pertaining to but not limited to past employment history, education, certifications, driving records, and professional and personal references.

Step 9: Medical Evaluation

The National Fire Protection Association Standard 1582 firefighter medical exam will be provided to candidates through Dean Occupational Medicine. Upon satisfactory completion of the pre-employment medical examination, employment as a Firefighter Recruit begins on a pre-determined date at the Firefighter Recruit Training Academy.

Step 10: Madison Fire Department Recruit Training Academy

Upon passing the required steps, the candidate is hired by the Police and Fire Commission and is assigned to the Recruit Academy. The MFD Recruit Training Academy is a 16 to 24 week course designed to teach new firefighters and to challenge firefighters holding current State Certifications. During the Academy, recruits are taught the basics of firefighting and many advanced skills such as Smoke Divers, Advanced Rescue, Hazardous Materials Technician, and Emergency Medical Technician. The Academy is physically and mentally challenging.