

FAQ – FREQUENTLY ASKED QUESTIONS FIRE FIGHTER TRAINEE RECRUITMENT – 2018

APPLICATION PROCESS

Q: I am interested in becoming a Fire Fighter Trainee for the City of Stockton. How do I know if I qualify?

A: Minimum Qualifications are: Possession of a high school diploma or GED. Some college-level fire science course work and previous firefighting experience in a volunteer or paid capacity is desirable.

Q: Are there other requirements?

A: Yes, the City also requires that you:

- Possess and maintain a valid California Class C driver's license.
- Obtain a California Class B Restricted driver's license within one (1) year of appointment.
- Possess or be able to acquire and maintain, within one year of employment, current certification as an Emergency Medical Technician/Level I issued in San Joaquin County.
- Willing to work shifts as structured in the Fire Department.

Q: When can I apply to become a Fire Fighter Trainee?

A: Online applications will be accepted from 8:00am PDT to 5:00pm PDT on April 11, 2018, or until 1,000 applications are received, **whichever is first**. Paper applications are not accepted.

Q: How do I apply?

A: Interested applicants are required to complete an online application during the filing period on April 11, 2018. Paper applications will not be accepted.

Q: Where do I apply?

A: You can apply through the City of Stockton website at:
<https://www.governmentjobs.com/careers/stockton>

Q: How do I create a user account?

A: A user account may be established at any time prior to the filing date. Establishing a user account, in advance, will help you with completing the online application more quickly. Establish a user account at:
<https://www.governmentjobs.com/careers/stockton/applications/submitted>

Click "Create an account". **Remember to save your user name and password to complete the application on April 11, 2018.**

Q: When can I set up my user account?

A: A user account can be set up at any time; however, you will need to save your user name and password to complete the application on April 11, 2018.

VETERAN PREFERENCE POINTS

Q: Does the City grant preference to Veterans?

A: Yes, successful applicants who apply for Fire Fighter Trainee are eligible to receive five (5) Veteran's Preference Points for entrance into the Civil Service.

Q: How do I apply to receive Veteran's Preference Point?

A: If you believe you may qualify for Veteran's Preference Points, you will need to electronically attach a **DD-214 Member-4 copy** indicating at least 181 consecutive days of service with honorable discharge to your application.

Q: When are Veteran's Preference Points applied?

A: After all exams and the Task Book are complete, qualifying veterans will be awarded 10 points to their final score. You must pass all components of the exam to be awarded the Veteran's points.

EXAMINATION INFORMATION

Q: What are the exam components and weights?

A: The exam components and weights are as follows:

Exam Weights:

Writing Exercise: Pass/Fail

Written Exam: 50%

Task Book: 10%

Oral Interviews: 40%

Q: What is a passing percentage?

A: 70%

Q: What are the steps in the examination process?

A: Step 1: Interested applicants must apply during the filing period. For Fire Fighter Trainee the filing period is short: 8:00am PDT to 5:00pm PDT on April 11, 2018, **OR** until 1,000 applications are submitted, **whichever is first.**

Step 2: Qualifying applicants will receive a Writing Exercise by email the week of April 16, 2018. Applicants will have 5 days to complete writing exercise and submit it to Human Resources.

Step 3: Successful candidates will be notified by email and invited to the Task Book Event 1 during the week of May 21, 2018, and Written Exam during week of June 11, 2018.

Step 4: Attend Task Book Event 1 during week of May 21, 2018. (Attending both Task Book events earns 10 points toward final score.)

Step 5: Attend Written Exam during week of June 11, 2018. Arrive on time at the testing site with your picture ID and copy of City of Stockton email notification (either paper or on your phone).

Step 6: Candidates who successfully pass the written exam will be invited by email to Task Book Event 2 during week of July 9, 2018, and invited to Oral Interviews during the weeks of July 23 and July 30, 2018.

Step 7: Attend Task Book Event 2 during week of July 9, 2018. Be sure to bring the Task Book distributed at Event 1. If you did not attend Task Book Event 1, but passed the written exam, you may still attend Event 2 for informational purposes. If you do not attend both Event 1 and Event 2 or if you do not turn in a completed Task Book, you will not earn 10 points.

Step 8: Attend Oral Interviews at designated interview time. Please be on time. Latecomers may not receive an alternate interview time. Be prepared for an oral interview in front of a panel of fire professionals and community members.

Step 9: Successful candidates after the Oral Interviews will be ranked and placed on an eligible list. This list will be presented to the Civil Service Commission for approval the afternoon of August 16, 2018. Candidates will be sent emails as soon as practical after the meeting and will include status, and rank and score for successful candidates.

Step 10: The approved eligible list will be posted on City website at <http://www.stocktongov.com/government/departments/humanResources/applicationGuide/examResults.html> , at the City Hall, and in Human Resources.

WRITING EXERCISE

Q: What is a Writing Exercise?

A: Details regarding the requirements of the writing exercise will be emailed the week of April 16, 2018, to applicants who meet the minimum qualifications of the position. Directions must be followed, and submissions must be made before the deadline. Failure to submit the Writing Exercise by the deadline will prevent you from advancing to the next step.

Q: If I do not respond to the Writing Exercise, can I continue in the process?

A: No. You may apply the next time Fire Fighter Trainee is posted.

TASK BOOK EVENTS

Q: What are Task Book Events?

A: There are two Task Book Events: Event 1 during the week of May 21, 2018, and Event 2 during the week of July 9, 2018. These events offer opportunities to learn more about the Stockton Fire Department, the hiring process, and examinations. Fire Chief Erik Newman, and representatives from Stockton Fire and Human Resources departments will be present. Details will be emailed to applicants who complete the Writing Exercise. Participation at Task Book Event 1 **AND** Task Book Event 2, with appropriate signatures, adds 10 points to candidate's final score. There is no partial credit for attending one event.

Q: How do I get a Task Book?

A: If you successfully complete the Writing Exercise, an email notification will be sent to you inviting you to the Task Book Event 1. You need to be on time to Event 1 with your picture ID and email notification (either paper or on your phone). Late arrivals may not be accommodated. Task Books will be distributed at Event 1.

Q: How do I earn 10 points for the Task Book?

A: You must attend both Event 1 and Event 2 sessions **AND** have your Task Book signed off with the appropriate signatures. Only original Task Books may be submitted. 10 points are added to candidate's final score. Candidates must pass the Written Exam and the Oral Interview **AND** submit completed Task Books to earn 10 points.

Q: When do I turn in my Task Book?

A: Completed Task Books will be collected at the end of Event 2.

Q: Do I have to attend both Task Book Events?

Dates may be subject to change due to unforeseeable circumstances and will be updated. Emails to qualified candidates will have the latest information.

A: No, you will not be disqualified from the process if you do not attend both Task Book Events. However, you cannot earn the 10 points for the Task Book if you do not attend both Events and submit a signed Task Book.

Q: What if I lose my Task Book between Event 1 and Event 2?

A: Assuming you have passed the Written Exam and lost your Task Book before Event 2, you may still attend as long as you provide a picture ID and proof of email notification (either paper or on your phone). You will not, however, earn the 10 points for this part of the examination process.

Q: If I fail the written exam, can I still attend Event 2?

A: No, failure on the written exam exits you from the examination process.

WRITTEN EXAMINATION

Q: When is the Written Examination?

A: Week of June 11, 2018.

Q: Who can attend the Written Examination?

A: Applicants who successfully apply during the filing period, meet the minimum qualifications, and successfully submit the Writing Exercise will be emailed an invitation to attend the Written Exam. The time of your Written Exam is on the email notification. **Applicants must appear in person for the written exam.** Arrive on time at the testing site with your picture ID and copy of City of Stockton email notification (either paper or on your phone).

Q: What is a passing score for the Written Exam?

A: 70%

Q: What kind of Written Exam is it?

A: The exam is 100 multiple-choice questions. It takes approximately 2.5 hours to complete and focuses on skills necessary for the position.

Q: Does the City provide a study guide?

A: Yes, a study guide will be distributed at the Task Book Event 1. All candidates who successfully submit a Writing Exercise will be emailed a study guide.

Q: What else can I do to prepare?

A: Plan to arrive on time at the testing site with your picture ID and copy of City of Stockton email notification (either paper or on your phone). You do not need to bring pencils or scratch paper; they will be provided. You are not allowed to use calculators or study guides during the exam.

Q: Where do I park?

A: There are various free parking lots available near the testing site. We are expecting a high number of test takers. Investigate the parking situation before the day of the exam. Metered parking is not recommended as you will not be allowed to leave and return to the testing site.

Q: How am I notified that I passed the Written Exam?

A: By email.

Q: If I fail the Written Exam, can I continue in the process?

A: No. You may apply the next time Fire Fighter Trainee is posted.

ORAL INTERVIEWS

Q: When are Oral Interviews?

A: Appointments will be scheduled during the weeks of July 23 and July 30, 2018.

Q: How will I be notified of my Oral Interview?

A: Applicants who pass the Written Exam will be invited to attend interviews. Appointment information will be emailed.

Q: What is a passing score on the Oral Interview?

A: 70%

Q: What can I do to prepare for my Oral Interview?

A: Plan to arrive on time at the interview site with your picture ID and copy of City of Stockton email notification (either paper or on your phone). You do not need to bring any other materials with you. Be dressed appropriately for an oral interview.

Q: How long is the Oral Interview?

A: The oral interview will be approximately 20 minutes long. This is a standard interview process, so every candidate will be asked the same questions in the same order.

Q: How am I notified of my score on the Oral Interview?

A: The score from the Oral Interview is combined with scores from the Written Exam, Task Book (if earned), and Veteran's Points (if applicable). Passing candidates are notified by email with scores and ranks after approval by the Civil Service Commission. Failing candidates are notified after approval by the Civil Service Commission.

Q: If I did not attend both Task Book Events, can I still participate in the Oral Interview?

A: Yes, if you pass the Written Exam and are invited to the Oral Interview, you will not be disqualified from the process if you do not attend both Task Book Events. However, you cannot earn the 10 points for the Task Book if you do not attend both Events and submit a signed Task Book.

ELIGIBLE LIST

Q: What is an eligible list?

A: After the examination process is complete, scores are compiled and presented in closed session to the Civil Service Commission. Successful candidates are listed in rank order based on their total score. Failing candidates are not listed. After the Civil Service Commission approves the eligible list, an email will be sent to all candidates advising of status (passing or failing), and overall score and rank for passing candidates.

Q: When does the list expire?

A: 3 years.

Q: When will this list be submitted to the Commission?

A: Tentatively, at the Commission meeting on August 16, 2018.

Q: Why is my rank on the list important?

A: The eligible list establishes the order in which eligibles are called for departmental interviews.

Q: Is this list the same as the Firefighter Candidate Testing Center (FCTC) Statewide List?

A: No, this eligible list pertains only to City of Stockton.

DEPARTMENT INTERVIEWS

Q: When can the Stockton Fire Department start calling eligibles for interviews?

A: Candidates, in rank order, will be notified by email of Stockton Fire Department interviews. Referred candidates will have five days to respond and call for interview date and time.

STILL HAVE QUESTIONS?

Email us at firefighter2018@stocktonca.gov