



# Austin Fire Department

## 2012 Employment Process Summary

The following is a brief overview of the employment process for Fire Cadet for the Austin Fire Department.

### 1. Application Information – April 1<sup>st</sup> – April 4<sup>th</sup>

Applications for Fire Cadet will be accepted online beginning **April 1, 2012**. Seventy-two (72) hours prior to the application period, the Department will post official notice. Applications will be accepted for a period of four (4) calendar days. Applications will be accepted online only. Incomplete applications will not be accepted. Please check our [website](#) for additional application instructions.

### 2. Minimum Qualifications

In order to be considered for the position of Fire Cadet, applicants will be required to meet the following minimum qualifications, on or before **May 23, 2012**:

- Must be at least 18 years of age but not 36 years of age or older,
- Must be able to read and write English,

**AND**

- Must have had at least 2 years military experience. This includes Active Duty, Reserve Duty, and/or National Guard experience, **OR**
- Must have at least 15 credit hours, with a GPA of at least 2.0, from an accredited 2 or 4 year college or university.

### 3. Entrance Exam

Candidates who meet the minimum qualifications will be allowed to sit for the entrance exams.

The following entrance exam date is subject to change depending on the number of applications received or other unforeseen situations:

- **Date/Time: Wednesday, May 23, 2012 at 12:00 noon**
- **Location: Austin Convention Center**

There are two separate written tests which are designed to measure (1) cognitive ability constructs and behavioral attributes and (2) counter productive workplace behaviors and integrity-related personality factors.

### 4. Structured Oral Interview

Candidates who successfully pass the Integrity Inventory will have their NFSI exam graded. The top 1500 scorers on the NFSI will be invited to participate in a Structured Oral Interview (SOI). The following SOI dates are subject to change:

- **Date/Time: Monday July 9<sup>th</sup> through Friday July 13<sup>th</sup>**
- **Location: Bowie High School, Austin, Texas**

### 5. Test Scoring

- The workplace behaviors/integrity test (Integrity Inventory) is pass/fail, with a cut-off score that eliminates the bottom third of candidates based on the normative population.
- The cognitive ability/behavior attributes test (NFSI) will be scored and contribute to the candidate's final composite score. Candidates must score a 70 in order to advance in the process.
- The structured oral interview will be used with a cut-off score that eliminates those who fall below the minimally qualified mark as designated by the interview scale.

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- The scores from the NFSI and the SOI will be standardized prior to being combined into a composite score for the purpose of rank-ordered selection. The NFSI score will be weighted 1/3 and the SOI will be weighted 2/3 of the candidate's final score. The final score will be standardized to ensure that the intended weights are properly applied. The final score will be the composite score.

## **6. Military Points**

Applicants who qualify for Military points will have three bonus points added to their composite test score. To qualify for military points, a candidate must have been Honorably Discharged and submit a DD214 demonstrating at least 180 days of Active Duty Status. **No other discharge status will be accepted.**

Candidates who are invited to participate in the SOI and wish to be considered for Military points will need to submit a DD214 no later than **July 6, 2012. No late entries will be accepted.**

Additional information will be provided to those candidates after the written exam.

## **7. Initial Ranked List**

An applicant's composite test score, plus military points (if applicable), will determine his/her place on the Initial Ranked List.

**Based on the projected hiring needs of the department,  
the top 120 candidates from the Initial Ranked List  
will be invited to participate in the next phases of the process.**

## **8. Candidate Physical Ability Test<sup>®</sup> (CPAT) (Pass/Fail)**

The Candidate Physical Ability Test<sup>®</sup> (CPAT) is an obstacle course that consists of eight occupational-related events. CPAT evaluations are scheduled to begin in August of 2012. Please check our [website](#) for additional information on the CPAT.

## **9. Conditional Offer to Hire**

Individuals receiving a conditional offer to hire must successfully complete several additional employment process components, including:

- Education/Military Verification
- Background Investigation
- Psychological Assessment
- Medical Physical Assessment

**Candidates must pass all components of the employment process in order to be considered for placement on the Final Ranked Eligibility List.**

## **10. Final Ranked Eligibility List**

The final product of the employment process is a Final Ranked Eligibility List. Candidates will be hired in rank order from the Final Ranked Eligibility List. The final eligibility list is valid for 12 months from the date of posting by the Civil Service Office, as required by Texas Local Government Code 143.