

FREQUENTLY ASKED QUESTIONS – SELECTION PROCESS:

Question: *How long is the selection process?*

Unfortunately, there isn't a set time frame to follow as the hiring needs of our department fluctuates and are dependent on outside factors such as retirements, funding, city growth, legislation, etc. It may be necessary for us to "speed up" or "slow down" our process in order to meet operational needs. You may be asked to participate in one or more tests in a short period of time or you may need to wait a period of time until sufficient resources are available.

Question: *How often should I expect to hear from the recruitment personnel?*

We attempt to keep you informed and current with information as it is relevant to the status of your file. It is your responsibility to keep us informed if you have a change in contact information or if you will be unavailable for a period of time (i.e. on vacation, out of the country, etc).

Question: *Do you accept out-of town applicants?*

Yes. However, be aware you will be required to travel to Manitoba to participate in the different tests, sometimes with little advance notice. Any costs associated with travel and/or relocation expenses are your own responsibility.

Question: *I have completed additional professional certifications. Do I have an advantage?*

Not necessarily. We accept applications from people from all walks of life and assess their files based on individual skills, experiences, attributes, values, etc. Applicants are measured on their ability to meet / exceed our standards rather than how they compare to other candidates.

Question: *Can you recommend courses to take to better my chances of being selected?*

Due to the competitive nature of the assessment process, we do not counsel or provide recommendations to potential applicants on how to increase their competitiveness.

Question: *Why do candidates pay fees to participate in the hiring process?*

As a municipal organization, our department must be fiscally responsible for managing funds we receive through taxes. To ensure there are enough resources to provide emergency response services, applicants testing procedures must run on a cost-recovery basis. All fees assigned to a specific step in our process are non-refundable and will be required before you can participate in that step.

Question: *Will I be notified if I am determined to be ineligible for the next step in the process?*

Yes. We will notify all applicants of their standing in the process in writing. Although we will attempt to notify all candidates as soon as they are disqualified you may not receive a letter until the recruitment process is complete.

Question: *Why wouldn't you accept another application if you've closed an applicant's file permanently?*

Organizational and job fit are vital to success in this profession. When it is determined an applicant cannot, did not and is unlikely to meet our standards in the future, the applicant is considered unsuitable for this position. Continuing to assess an unsuitable individual is neither cost-effective nor respectful to that person.