

SELECTION PROCESS:

The Winnipeg Fire Paramedic Service selection process for new recruits consists of 5 steps. Failure to meet the minimum requirements of any step will result in the disqualification of the applicant from further consideration for the duration of the process. The number of applicants advancing in each stage of the process may be limited. Any applicant not being advanced at any point in the process will be advised in writing.

- STEP 1: Application / Pre-Screen
- STEP 2: Written / Practical Tests
- STEP 3: Panel Interview / Employee Core Competency Self Assessment
- STEP 4: Medical Examination / Reference Checks
- STEP 5: Selection Committee / Potential Offer of Employment

STEP 1: APPLICATION / PRE-SCREEN:

It will be the applicant's responsibility to ensure that the application / documentation / payment have been received and that the minimum qualifications have been met. Should any of the documentation or payment be missing, the application will not be considered complete and will not be processed any further. Documents will not be returned. We do not accept applications or resumes through fax or email. Applications may be done in person or mailed to the following address:

City of Winnipeg Fire Paramedic Service
Attn: Monique Wenham, Human Resource Administrator
2nd Floor, 185 King Street
Winnipeg, Manitoba R3B 1J1
Telephone: (204) 986-6117

Only those applicants who have submitted all their documentation and payment and have met the requirements of the first step of the process will be contacted to proceed to Step 2. Those who did not meet the requirements of Step 1 will be advised in writing of their eligibility to re-apply.

Important Administrative Processing Fee Notes:

- ☞ \$100.00 payable at time of application (cost includes GST).
- ☞ All fees collected in the recruitment selection process are non-refundable. If a candidate is not successful or withdraws in any step of the process, fees will not be refunded.
- ☞ All processing fees may be subject to change.
- ☞ Payment is non-transferable from person to person.
- ☞ Payment must be received before you can proceed to the next applicable step and is due at time of application.
- ☞ Candidates who do not submit payment with application will be disqualified.
- ☞ Methods of payment: Certified Cheque or Money Order payable to the "City of Winnipeg".

STEP 2: TESTING – FIREFIGHTER PARAMEDIC:

Applicants that meet the required qualifications may be eligible to proceed to the respective EMS and Fire Rescue Aptitude Written Assessments. These assessments are each approximately 3 hours in duration. Applicants having successfully achieved a score of 80% or higher in the written assessments will be allowed to

move forward and attempt the practical assessments. The Paramedic practical assessment is approximately 45 minutes in duration and the Firefighter practical assessment is approximately half a day in duration. Applicants having successfully achieved a score of 80% or higher in the practical assessments will advance to the next step to be considered further for possible future employment. Only those applicants who have successfully completed Step 2 will be contacted for an interview. Those who did not meet the requirements of Step 2 will be advised in writing of their eligibility to re-apply.

STEP 2: TESTING – COMMUNICATION OPERATOR:

Applicants that meet the required qualifications may be eligible to proceed to the Multitasking Aptitude Assessment. This is a computer based test which is approximately 2 hours in duration and assesses multi-tasking, decision making, keyboarding, data entry, call summarization, cross referencing, character comparison, memory recall, prioritization, map reading, spelling, sentence clarity and reading comprehension skills. Applicants having successfully achieved a score of 85% or higher in this assessment will be allowed to move forward and attempt the Behavioural Screening Assessment. This is a written assessment which is approximately 1 hour in duration and will determine the behaviour types most suited to be successful in working within a communication centre. Applicants having successfully achieved a score of 50% or higher in this assessment will be allowed to move forward and attempt the Geography Knowledge Assessment. This is a written assessment which is approximately 1 hour in duration and will assess an applicant's ability to recognize common place names, city neighbourhoods, bridges, cross streets and outlining rural municipalities. Applicants having successfully achieved a score of 85% or higher in this assessment will advance to the next step to be considered further for possible future employment. Only those applicants who have successfully completed Step 2 will be contacted for an interview. Those who did not meet the requirements of Step 2 will be advised in writing of their eligibility to re-apply.

STEP 3: PANEL INTERVIEW / EMPLOYEE CORE COMPETENCY SELF ASSESSMENT:

Panel Interview:

This is a behaviour-based interview, which is also structured to ensure fairness to all applicants. The interview is conducted in a boardroom setting and is approximately 1 hour in length. The panel members consist of two senior officers and a Human Resource representative of the Winnipeg Fire Paramedic Service.

The interview is scored out of 5 marks per question and an applicant must achieve a minimum score of 3 marks per question in order to be considered for advancement in the selection process. The questions are structured and are based on essential qualities established as competency measures that each applicant must satisfy. Each candidate will be evaluated on their communication skills as well as their general demeanor and deportment.

Employee Core Competency Self Assessment:

The Winnipeg Fire Paramedic Service assesses each applicant of the Core Competency Measures considered essential to perform successfully. The applicant is asked to complete a written exercise to provide their best example (situation, action and outcome) that demonstrates past behaviour in the competency. Their core competencies are Citizen and Customer Focus; Respecting Diversity; Ethics and Values; Integrity and Trust; and Results Oriented.

The City uses a Competency Model called the Lominger Leadership Architect to help build consistent language and approach across all departments and for all employees. The City has established five core competencies for all employees at the City of Winnipeg. Applicants are asked to complete a written exercise to provide their

best example (situation, action, and outcome) that demonstrates past behaviour in the competency. Below are the definitions for the five core competencies for all employees.

Citizen and Customer Focus:

Is dedicated to meeting the expectations and requirements of citizens, internal and external customers; gets first-hand citizen/customer information and uses it for improvements in products and services; acts with citizens/customers in mind; establishes and maintains effective relationships with citizens/customers and gains their trust and respect. We act in the best interests of the community we serve. Whether it is the citizenry at large or a specific customer base, we strive to meet their needs and exceed their expectations.

Respecting Diversity:

Engages with all kinds and classes of people equitably; deals effectively with all races, nationalities, cultures, disabilities, ages and sexes; hires variety and diversity without regard to class; supports equal and fair treatment and opportunity for all. We treat all people with dignity and respect. We demonstrate fair and equitable practices in our service delivery and in the workplace, striving to remove all forms of discrimination.

Ethics and Values:

Adheres to the City of Winnipeg's set of core values and beliefs during both good and bad times; acts in line with those values; rewards the right values and disapproves of others; practices what he/she preaches. The City of Winnipeg's Values are: Integrity, Respect, Quality, Accountability and Diversity.

Integrity and Trust:

Is widely trusted; is seen as a direct, truthful individual; can present the unvarnished truth in an appropriate and helpful manner; keeps confidences; admits mistakes; doesn't misrepresent him/herself for personal gain. We are accountable and transparent. We recognize that citizens are entitled to integrity in government. Our commitment to accountability means taking responsibility for our actions. Our commitment to transparency means clearly demonstrating how tax dollars are spent.

Results Oriented:

Can be counted on to complete work duties and responsibilities successfully; is personally accountable; consistently produces the expected quantity of work; consistently produces high quality work; takes personal responsibility for own actions. In a leadership position, is accountable for the performance of direct reports. We are committed to responsiveness, effectiveness, and efficiency. We take personal accountability for our work.

Only upon completion of the Panel Interview and Employee Core Competency Self Assessment will successful applicants be selected to undergo a medical examination administered by the City of Winnipeg Occupational Health Branch. Those who do not meet the requirements of Step 3 will be advised in writing of their eligibility to re-apply.

STEP 4: MEDICAL EXAMINATION / REFERENCE CHECKS:

Selected candidates will be scheduled to undergo a complete medical examination by the City of Winnipeg Occupational Health Branch which includes illegal drug use testing. This process will only be conducted on candidates being considered for employment. Only those applicants who have successfully completed Step 4 will be contacted for a potential offer of employment. Those who did not meet the requirements of Step 4 will be advised in writing of their eligibility to re-apply.

STEP 5: SELECTION COMMITTEE / POTENTIAL OFFER OF EMPLOYMENT:

Once you successfully advance to this step, your file has reached the point where a hiring decision is made. All data is compiled and your file is presented to a Selection Committee. The purpose of the Selection Committee is to offer an objective perspective on your suitability for this position to determine if you are to receive a job offer. Your hiring decision is based on consideration of your competencies, skills, physical abilities and job fit. Those who did not meet the requirements of Step 5 will be advised in writing of their eligibility to re-apply.

Eligibility Lists:

The Department's hiring needs are difficult to predict and fluctuate as a result of a number of factors (i.e. retirements, city growth, funding / resource availability, etc.). This may mean you have successfully advanced through the hiring process, yet have to wait until there are enough open positions available in the department to be offered employment. When the department requires additional personnel, a recruit training class is scheduled. A selection of successful applicants is contacted and provided with Offers of Employment.

Please be advised that the number of applicants advancing in each stage of the process may be limited. Any applicant not being advanced at any point in the process will be advised in writing.

APPLICATION PROCESS FLOWCHART:

