

2016 Duty-Crew Firefighter Recruitment Timeline

Event	Details	Date
Open House	The Eden Prairie Fire Department will be holding an open house for individuals interested in becoming involved in the Fire Department.	March 16th, 2016
Application Due Date	All interested candidates should complete an application by the deadline. Go to www.edenprairie.org and click on "Employment Opportunities." Select the 2016 Duty-Crew Firefighter requisition to apply.	March 30th, 2016
Fire Department Overview and Group Interview Process	Candidates completing an application by the due date will receive an invitation via email to attend the department overview and group interview. This event provides candidates an opportunity to learn more about the EPFD and go through a group interview process. This event generally takes 1.5 hours.	April 6th, 2016
Physical Ability Practice	The physical ability test is a series of physical challenges, which must be completed in ten minutes or less. The practice session is a chance for recruits to go through the physical ability test without the concern of passing or failing. Current Eden Prairie firefighters will be available to show candidates how to navigate through the test. This event takes place at Fire Station #2 and generally takes about half an hour. Candidates who pass the practice test will not be required to attend the additional testing session.	April 13th, 2016
Physical Ability Test	The physical ability test is a series of physical challenges, which must be completed in ten minutes or less. This event takes place at Fire Station #2 and generally takes 30 minutes.	April 20th, 2016
Written Exam	This exam will begin promptly at 5:00 PM and generally takes 2.5 to 3 hours to complete. The exam will take place in the Heritage Room at Eden Prairie City Center. Please arrive early enough to check-in and get seated. Those that receive a passing score will move on to the next step in the process.	April 27th, 2016
Second Round Panel Interviews	Applicants who successfully pass the physical ability test and the written test will receive an invitation via email to attend a 30-minute interview with a three-person panel. Interviews will take place at Fire Station #1.	May 11th, 2016
Meetings with Fire Chief	Candidates selected from the 2 nd round interview process will receive an invitation via email to meet with the Fire Chief. This is an opportunity for potential firefighters and their families to ask additional questions, learn more about Eden Prairie expectations, and get to know the Fire Chief. This is a one-on-one meeting with the Chief, and will take approximately 20 minutes. It will take place at Fire Station #1.	Between May 16th and May 30th, 2016

Contingent Offer	Selected candidates who successfully pass both rounds of interviews, the physical agility, and the written test will receive a contingent offer. This offer will outline instructions and next steps. The offer is contingent on the candidates successfully passing and the City's evaluation of the following: physical exam, psychological evaluation, the confirmation of any previous fire-related certifications, and background investigation.	Offers Received by May 30th, 2016
Background Investigation	The Eden Prairie Police Department completes a thorough background investigation of all firefighter candidates. Candidates are fingerprinted and will need to fill out questionnaires before the investigation can be completed. This process generally takes six to eight weeks to complete. A select group of candidates will be chosen based on the successful completion and the City's evaluation of the background investigation results.	Candidate Packets due by June 17th, 2016
Psychological Evaluation	The psychological evaluation consists of a series of written tests followed by an interview with one of the psychologists.	Psychological Evaluation must be completed by June 24th, 2016
Pre-employment Physical Exam	If you successfully complete the psychological evaluation, you will be required to partake in a pre-employment physical exam. This includes sight, hearing, lung capacity and blood tests to ensure candidates are able perform the essential duties of the volunteer firefighter role. They also administer Hepatitis B and Tetanus shots if necessary.	Pre-employment physical must be completed between July 11th, 2016 and July 29th, 2016.
Previous Fire-Related Certifications	Having previous firefighter experience or education is not a requirement of the job. However, if you have firefighter related education or experience, all fire-related certifications and transcripts need to be turned in no later than August 1.	All fire-related certifications and transcripts need to be submitted by August 1, 2016.
Formal Offers	Formal Offers will be sent out upon the successful completion and City's evaluation of all recruitment and pre-employment processes.	To be sent by Friday, August 5th, 2016
Uniform Fitting	Upon receiving a formal offer, new recruits are required to attend a uniform fitting at Fire Station #1.	August 17th, 2016
Human Resources & Fire Department Orientation	New recruits are required to attend an orientation, which will cover an organization overview, various City policies and fire department information. At this time, HR will collect the necessary paperwork included in your formal offer packet. Recruits will also complete paperwork for the Fire Department as well as the Relief Association. Mentors and officers will meet with recruits and assist with the receipt of gear and other items.	Wednesday, August 31st, 2016
Fire Department Rookie Class	Rookie class will be every Monday and Wednesday evening, beginning in September of 2016 and going through May of 2017.	Classes begin on September 12th, 2016