

# Selection Process

The following is a timeline and order of events BCCC uses in the selection process for employees:

- Applications will be reviewed after the application deadline and qualified applicants will be contacted by phone or email to be scheduled to retake a typing test. The typing test is to ensure the applicant can type at least 25 words per minute with 75% accuracy. BCCC has several job related keyboard-tasks responsibilities that employees must use in a quick and efficient manner. Applicants will be given one (1) week notice of their testing date. The top forty (40) scorers will move on in the process. Applicants not falling in the range to continue in the process will be notified of such by letter within (2) two weeks.
- Applicants chosen to continue in the process will be contacted by phone or email to be scheduled a date and time for the written test. Applicants will be given one (1) week notice of their testing date/time. The written test requires a passing score of 80%. The written test is an assessment tool and no prior training or experience in the job is assumed of the applicant. Critical abilities are assessed in listening skills, reading comprehension, the ability to learn and apply information, reasoning ability and the ability to use situational judgment. All skills tested and questions on the written test are directly related to the position to which the applicant has applied. The top twenty (20) scorers on the written test will continue in the process. Applicants not falling in the range to continue in the process will be notified of such by letter within two (2) weeks.
- The top twenty (20) scores from the written test will move on in the process and be contacted either by phone or email scheduling an oral interview. Applicants will be given one (1) week notice of their oral interview date/time. During this week, applicants scheduled for an oral interview are given the opportunity to observe in the dispatch center prior to their oral interview. An applicant's choice to observe will be strictly voluntary, but is recommended so applicants are familiar with exactly what the job entails. This observation will be scheduled by the dayshift supervisor/training officer or designee.
- An applicant's oral interview will test their ability to think under stressful conditions, the ability to communicate and work with others, knowledge of the geographical area, and the general aptitude for grasping the multitasking skills required of a telecommunicator.
- Once oral interviews are complete, the BCCC Director will select candidates to be called in for a second interview and will make the final decision on a candidate for hire. The position will be offered for the entry position pending the candidate(s) ability to pass the medical exam, which includes audiogram, vision tests, wellness physical and drug screen. Psychological exam, and a background investigation which will verify qualifying credentials, review of any criminal record, verification of driver license and verification of at least three (3) references.
- Applicants not chosen for second interview will be notified of such within two (2) weeks from their oral interview date.

- The entire process for selection of a candidate is approximately 4-8 weeks from the date of the job announcement.
- Applicant applications will be kept on file for one calendar year, after which applicants may reapply when job openings are posted.