



## **BCECD Selection Process**

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

- Applications will be reviewed after the application deadline by the Communications Director and/or designee. Qualified applicants will be contacted by phone or email to be scheduled for an initial meeting with the Director and Training Manager and take the entrance exam. The exam includes a typing test which is to ensure the applicant can type at least 25 words per minute with 75% accuracy. BCECD has several job related keyboard-tasks responsibilities that employees must use in a quick and efficient manner. The exam also includes several categories and is used as an assessment tool. 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. Multi-Tasking, memory recall, prioritization and map reading are assessed within the entrance exam as well. All skills tested and questions on the entrance exam are directly related to the position to which the applicant has applied. The entrance exam requires a passing score of 80% or above.
  
- The top twenty (20) scores from the entrance exam 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 Training Manager/Supervisor or designee.

- An applicant's oral interview will be conducted by a panel appointed by the Communications Director. Each candidate will be asked pre-determined questions approved by the Director and interview sheets completed with a set number of points for each question asked. The oral interview will test a candidate's 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 Public Safety Telecommunicator.
  
- Once oral interviews are complete, the BCECD Director will review interview sheets and select candidates to be given a conditional offer of employment. The decision will be based on exam/interview results and an effort to keep BCECD composition in approximate proportion to the demographic makeup of Blount County. Interview sheets are attached to the application to be kept on file (one year). At this time the applicant will be given a personal history statement to complete to begin a background investigation. The position will be offered pending the candidate(s) ability to pass the following criteria:
  - Medical exam, which includes audiogram, vision tests, wellness physical and drug screen.
  - Psychological exam
  - Background investigation which will verify qualifying credentials, review of any criminal record, verification of driver license and verification of at least three (3) references. BCECD has a memorandum of understanding (MOU) in place with a supporting law enforcement agency to conduct background investigation. The same questions are asked of each reference and answers recorded and made part of the application materials.
- Failure of any portion of this testing revokes the offer of employment.
- Once the investigation is complete, the applicant will be called in for a second interview and the Director will make the final decision on a candidate for hire. The candidate will be made aware of and sign BCECD Reimbursement for Early Resignation.
- Applicants not chosen for second interview will be notified of such by email 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.
- In the event BCECD has conducted a recruitment selection process within the past year, the Director may waive the process and select from previous qualified candidates.