	St. Clair Twp. New Miami Life Squad	Document No.: PER-P-023	Revision: -	Pg. 1 OF 4
		Title: Procedure, Interview Process		

Revision History:				
Rev.	Description of change:	Initiated By:	Approved By:	Effective Date:
-	Initial Release	S.Weigold	R.Bubemyre	06/27/05

1.0 PURPOSE

The purpose of the Interview Process Procedure is to provide proper instruction in the process of interviewing and accepting new members

2.0 SCOPE

2.1 APPLICABILITY

This policy applies to all members of the St. Clair Twp. – New Miami Life Squad regardless of rank or seniority. It is specifically provided for use by the senior officers of the department.

2.2 RESPONSIBILITY

The Chief and Assistant Chief will oversee utilization of this policy.

3.0 DEFINITION OF TERMS

No special terms are required by this policy

4.0 REFERENCE DOCUMENTS

PER-F-010 – Form, Interview Report
PER-F-017 – Form, Application


5.0 EQUIPMENT USED

No equipment is required for compliance with this policy

6.0 SAFETY CONSIDERATIONS

There are no special safety considerations for compliance with this policy.

7.0 SPECIAL REQUIREMENTS

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There are no special requirements for compliance with this policy.

8.0 PROCEDURE

Upon receipt of the application, the following procedure will be initiated:

1. The interview coordinator sets up the interview and advises other officers of interview schedule in accordance with section 8.1
2. The interview is conducted in accordance with section 8.2
3. The applicant will be thanked for his time, informed of when a result may be expected, and escorted out.
4. The interviewers will determine if the member should be conditionally accepted.
5. If the member is not conditionally accepted, the interview coordinator will present the application and interview reports at the next officer's meeting for disposition.
6. The interview coordinator will ensure that proper applicant notification is completed in accordance with section 8.5 based on the results of steps 4 and 5 above.


8.1 INTERVIEW SETUP

The interview coordinator will set up the interview with the applicant at a convenient time for all parties involved if possible. The interview will be attended by a minimum of two officers, more if possible. Once the date and time for the interview is scheduled, the interview coordinator will notify all officers of the interview information, preferably in writing.

8.2 CONDUCTING INTERVIEW

When conducting the interview, the interviewers will make every effort to assess the value of the applicant's addition to the department. Interviewers will ask open ended questions, intended to give the applicant the opportunity to elaborate on the subject. Interviewers are strongly suggested to make notes during the interview process in order to properly capture the essence of the applicant's responses. Suggested topics for the interview include:

- ? What does the member know about St. Clair Township, New Miami, and the department in general.

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- ? Why this department
- ? What does the applicant expect to get from the department
- ? How did the applicant learn about this department
- ? What does the applicant offer to the department
- ? What skills and experience does the applicant have.
- ? What are the applicant's strong and weak points.

As part of the interview, the interviewing officers will also give the applicant an overview of department operations and structure. Topics for the overview include:

- ? Chain of command
- ? Number of runs/department activity
- ? Department special functions
- ? Shift structure and requirements
- ? Department facilities (station, apparatus)


Either during the interview, or at the conclusion of the interview, each interviewer will complete form PER-F-010. This report will then be joined with the application, and kept with it permanently.

8.3 CONDITIONAL ACCEPTANCE

At the conclusion of the interview, after the applicant has been escorted out, the interviewers will discuss the interview, and determine if conditional acceptance should be offered to the applicant. The applicant's strong and weak points and the benefit to the department should be considered in depth. Conditional acceptance should only be offered on the unanimous decision of all interviewers present, and only with strong conviction for acceptance. Applicants causing less than unanimous strong conviction will be held over for officer review.

8.4 OFFICER REVIEW

Applicants not meeting the requirements for conditional acceptance will be held over for review at the next officer's meeting. The interview coordinator will present the application and the interview reports for consideration. Collectively the officers will make a determination as to the acceptability of the applicant. In general, the majority decision on acceptance should be respected, but the Chief has the final say on applicants where no clear majority exists.

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8.5 APPLICANT NOTIFICATION

Upon conditional acceptance or at the conclusion of officer review, the applicant will be notified in writing of the results of the application process in an expedient fashion. Applicants that have been accepted may also be notified by phone in order to speed the initiation process. The results of the application process will also be recorded on the application.

9.0 DOCUMENTATION

Non-compliance with this policy will be documented as needed using the standard department complaint procedure.