

**Hiring Flow Chart
Fire Captain
(Excluding Paramedic classifications)**

Advertisement

Vacant Position Advertisement posted on CalHR website (VPOS)
<http://jobs.spb.ca.gov/wvpos/>

Application Process

Applications and supplemental information submitted following directions given in the VPOS advertisement.

Screening Criteria

- As necessary, applications and supplemental information will be reviewed in order to allow applicants to be considered
- Failure to accurately complete and sign any portion of the required application package as stated in the VPOS advertisement may result in disqualification from the hiring process.

Rating Criteria

- Conducted by a group of Subject Matter Experts
- Only those who successfully met the Screening Criteria will be considered in this phase.
- Limited term and permanent hires will be based on the rating criteria implemented by each Unit.

Unit Hiring Applicant Pool

A database will be utilized to coordinate the hiring process.

Unit Hiring

- Applicants will be contacted by phone using the phone numbers provided on their application.
- Applicants will be made a tentative job offer based on available vacancies.

Unit conducts final clearances as necessary (i.e., RPP, CDL, CPAT, etc.).

Applicant will be contacted by the Unit with reporting information.