



## City of Waukesha Fire Department



### Firefighter/Paramedic “Open” Recruitment Process

#### Applications available starting January 29, 2024

- 1) Applications will be reviewed weekly by City of Waukesha Fire Department staff. Applicants who meet the minimum qualifications will receive an email notifying them that they are eligible to move on to complete the next phase of the process.
- 2) **Candidate Self-Directed Phase** (steps can be completed in any order, but all steps must be completed within 6 months of application submittal):
  - **Online Interview** - completed through National Testing Network, “how-to” instructions will be provided during notification of meeting minimum qualifications.
  - **Cognitive Assessment** - scheduled and completed through National Testing Network (FireTeam Firefighter Test); details on how to register and complete this Cognitive Assessment will be provided by the fire department after meeting minimum qualifications.
  - **++Candidate Physical Ability Test (CPAT)** - certification can be completed through City of Waukesha Fire Department (scheduled monthly – April through October) or other location. Candidates completing CPAT through a provider other than the City of Waukesha must have a valid certification to advance from the self-directed Phase to the Department Scheduled Phase of the hiring process.
- 3) **Department Scheduled Phase** - candidates who have completed the three (3) self-directed steps will be scheduled for an in person Oral Interview. Interviews are tentatively scheduled the 3<sup>rd</sup> Wednesday of each month or as needed, determined by applicant pool.
- 4) **Police and Fire Commission (PFC) Interview** - the most qualified candidates will be offered an interview with the PFC based on available/vacant positions, and the department’s need to fill Recruit Probationary Firefighter/Paramedic position(s).

++ CPAT Certification must be obtained within 1 year prior to the date of acceptance by the Department and must be from an agency certified by International Association of Fire Chiefs and the International Association of Firefighters to administer the exam. ALL APPLICANTS who are not CPAT certified, will be given an opportunity as part of this recruitment process to become CPAT certified for the City of Waukesha process only.

If you have any questions or concerns, please contact Assistant Chief Joseph Hoffman via email at [jwhoffma@waukesha-wi.gov](mailto:jwhoffma@waukesha-wi.gov) or by telephone at (262) 524-3668; or Kathy Stefan via email at [kstefan@waukesha-wi.gov](mailto:kstefan@waukesha-wi.gov) or by telephone at (262) 524-3657.

\*\*Candidates meeting established criteria, can apply for a hardship waiver (for applicant fees) to participate in this hiring process. For more details, please contact AC Hoffman.