

Recruitment Program FAQs



Application Process and Qualifications

HOW DO I LEARN MORE ABOUT THE RECRUITMENT PROCESS INCLUDING QUALIFICATIONS?

Visit joinefrs.ca for regularly updated information about the Firefighter Recruitment process. Applications are open once a year.

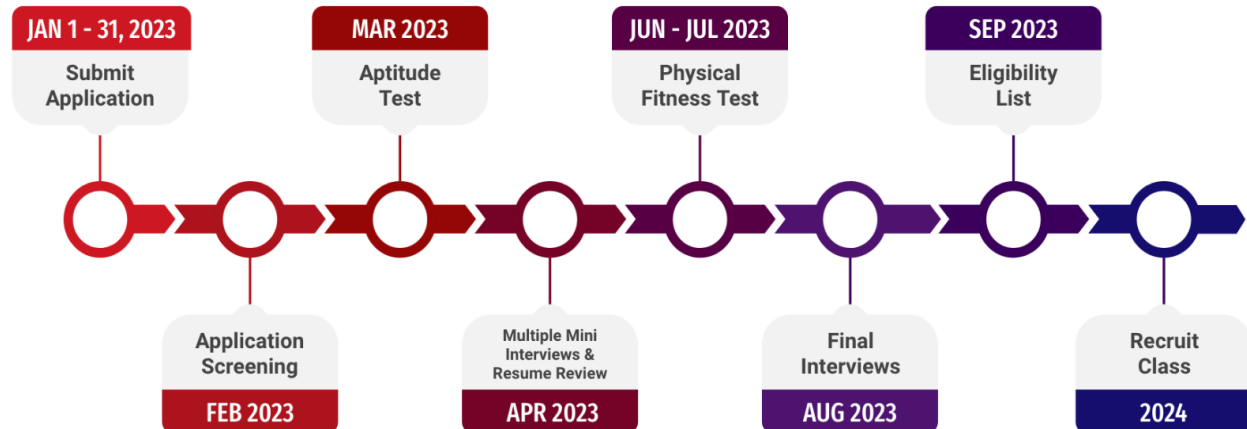
WHAT LEVEL OF EDUCATION IS REQUIRED?

To become a career firefighter with Edmonton Fire Rescue Services, you must have a high school diploma or equivalent.

Your literacy, numeracy and mechanical reasoning ability will be tested as part of an aptitude test. You can find resources to help you study for the aptitude test by searching for "firefighter aptitude study guides" online in a web browser search engine (i.e. Google, Yahoo, etc.) or accessing resources through your local library. If you need to request an accommodation to write the aptitude test, you must provide appropriate documentation to firefighterrecruitment@edmonton.ca before the end of the application intake period.

HOW LONG IS THE APPLICATION PROCESS?

The recruitment process takes approximately eight (8) months to complete.



WHAT'S DIFFERENT THIS YEAR IN THE RECRUITMENT PROCESS?

This year will include a **Resume Review** as part of the application screening process. Pre-screen questions during time of application will include the assets being reviewed and considered for points. The tangible assets will require proof and/or references at time of application, which will be clearly outlined. The intangible assets will be verified and confirmed, if and when, you are invited to the Multiple Mini Interviews (MMIs).

The interview format will be different this year to include two levels of interviews:

Multiple Mini Interviews (MMIs) will be conducted in April for those applicants who will be invited to attend. Tips on preparing for the MMI will be provided to those applicants who are invited to participate.

Final Interview will be conducted as the last step in the assessment process after the Physical Fitness Test. Tips on interviewing for the Final Interview will be shared upon confirmation with invitation.

WHAT WILL THE RESUME REVIEW ENCOMPASS?

The Resume Review is a tool that helps assess each candidate and contributes to their overall recruitment score. Individuals will be given points based on tangible and intangible attributes derived from their education, work and lived experiences. It also takes into consideration certain skills that a candidate possesses that may contribute to a successful career in the fire service. The allotted points are based around the Chief's Vision Dimensions. **These resume points will be verified at the MMI stage of the recruitment process.*

WHAT ARE MULTIPLE MINI INTERVIEWS (MMIs)?

The Multiple Mini Interview (MMI), developed by McMaster University, is an interview format that consists of a series of interview stations, each focused on a different question or scenario.

- Applicants rotate through the 8 different stations while interviewers stay put
 - Each interviewer asks 1 question.
 - Bell rings: interviewer has 2 minutes to ask the question; the question is also presented on a piece of paper for applicants to follow along. Applicants then have a moment to formulate their response.
 - Bell rings again: applicants have 5 minutes to respond to the question before proceeding to the next station.

WHAT IS THE FORMAT OF THE FINAL INTERVIEW?

The panel of the Final Interview will consist of 2 operational Edmonton Fire Rescue members and a HR Manager. Candidates' skills, abilities, traits and competencies aligning to the firefighter position will be assessed.

ONCE I AM ACCEPTED INTO THE RECRUIT TRAINING PROGRAM, IS THE TRAINING PAID?

Yes. Recruits are paid employees of Edmonton Fire Rescue Services. Recruit training takes four (4) months to complete after which time, your pay will increase to that of a first-year firefighter.

IS THE PHYSICAL FITNESS TEST DIFFERENT FOR WOMEN?

No, everyone takes the same physical fitness test. The test is a Pass/Fail and the individual's score is not a determining factor when being ranked on the eligibility list.

DO I NEED TO HAVE A SPECIFIC BODY TYPE OR PHYSICAL STATURE TO BE A FIREFIGHTER?

No, strength comes in many forms. Edmonton Fire Rescue Services needs all shapes and sizes of candidates for different types of work, confined spaces, for example.

DOES A CRIMINAL RECORD OF ANY KIND PRECLUDE AN APPLICANT FROM BEING HIRED, OR IS IT ONLY CONVICTIONS FOR CERTAIN TYPES OF OFFENCES?

Should candidates have a non-clear Police Check, it will be reviewed on a case-by-case basis.

The City of Edmonton's Talent Acquisition team will typically reach out to the candidate if they self-disclose on their application that they have a non-clear Police Check in order to gain further clarity on the significance of the instance and the timing of when this occurred. Talent Acquisition will work in conjunction with Edmonton Fire Rescue Services on how to proceed with the candidate's application.

MANY EMERGENCY EVENTS CAN BE TRAUMATIZING. WHAT TYPE OF SUPPORT IS AVAILABLE TO STAFF WHO HAVE BEEN INVOLVED IN THESE TYPES OF CALLS?

Edmonton Fire Rescue Services prioritizes the physical and mental well-being of all personnel. There are many supports available to staff including:

- The Edmonton Fire Rescue Services' Peer Support Team
- LifeWorks, City of Edmonton's Employee and Family Assistance Program
- City Chaplain
- Edmonton Fire Rescue Services' internal mental health and wellness app
- [Wounded Warriors Canada](#)

Working as an Edmonton Firefighter

WHAT DOES THE SHIFT SCHEDULE LOOK LIKE?

It's very colourful! Edmonton Fire Rescue Services' shift schedule is based on a 4-platoon system which includes: Platoon 1 (YELLOW), Platoon 2 (RED), Platoon 3 (BLUE) and Platoon 4 (GREEN).

The platoon schedule is based on the ability to cover the 24-hour clock with two (2) shifts.

- The Day Shift is 10 hours and runs from 8 a.m. to 6 p.m.
- The Night Shift is 14 hours and runs from 6 p.m. to 8 a.m.

Shift rotations are set to each platoon and follow a 16 Day/Night/Off rotation meaning that firefighters work 2 day shifts and 2 night shifts followed by 2 days off, then work 2 day shifts and 2 night shifts followed by 6 days off. In a 16-calendar day rotation, this equates to 4 day shifts, 4 night shifts and 8 days off. The 16-day rotation repeats upon completion.

JANUARY 2021						
SUN	MON	TUE	WED	THU	FRI	SAT
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

Example: The schedule for January 2021 has Platoon 1 (YELLOW) starting its 16-day rotation with a Day Shift on Friday, January 1 and ending on Saturday, January 16 with the last Off Shift. The rotation cycle repeats itself starting on Sunday, January 17 until Monday, February 1. This cycle repeats until the end of the year.

Firefighters are assigned to one of the four platoons at the start of their careers, and although not common, can be moved to a different platoon based on operational needs.

Culture and Vision

WHAT IS THE CULTURE LIKE AT THE CITY OF EDMONTON?

As City of Edmonton employees (working for Fire Rescue Services), there's no question that our roles are diverse, our backgrounds are distinct and our responsibilities are unique. All City work aligns to our Corporate Promise: "Working together, aligned with City Council, we enable a better life for all Edmontonians."

Furthermore, the City is guided by five [Cultural Commitments](#):

- **Safe** - We value, respect and protect the physical, mental and emotional well-being of each other and those we serve.

- **Helpful** - We care about people's experiences. We work with them and for them to seize opportunities, address challenges and deliver outstanding service.
- **Accountable** - We are trusted and empowered to embrace our responsibility for our actions, decisions and behaviours.
- **Integrated** - We get the best results when we align our diverse ideas, knowledge and efforts in a shared purpose.
- **Excellent** - We perform to our highest standard. We passionately pursue innovation and continuously improve ourselves, our teams and our city.

Supporting the Cultural Commitments are the City's six [Leadership Competencies](#), which define the behaviors that enable us to build our desired culture:

- **Courage** - Courage is about encouraging and listening with openness, dealing with issues rather than ignoring them. We lead change and make decisions that are right, even when they are not easy.
- **Inclusive** - Inclusive means that we seek out different points of view, are mindful of our biases and apply the GBA+ process to our work. We work to understand our own biases and intentionally seek out the voices of those who see things through a different lens.
- **Values-Based Influencer** - We are guided by our Cultural Commitments as we influence through our networks, and work with and develop others.
- **Collaborative Networker** - Collaboration means working to adopt a focus on a respectful workplace and the services we offer. We understand that we produce a better end product when we involve others.
- **Systems Thinker** - We take the broader context into account and focus on management, system alignment, accountability and financial stewardship. We recognize that our actions impact other areas and those we serve.
- **Creative Innovator** - We are proactive and responsive to the changing needs of the citizens we serve. We look for different ways to address complex problems.

WHAT IS EDMONTON FIRE RESCUE SERVICES' VISION?

Our vision is "to make Edmonton a safer, more livable city by providing the best fire service in North America."

To help achieve this vision, Edmonton Fire Rescue Services has identified six **Vision Dimensions**:

- **Organization and Leadership Development** - Ensure that Edmonton Fire Rescue Services is equipped to perform both modernized operational and leadership roles.
- **Workplace Safety, Mental and Physical Health and Well-being** - Build on existing strengths within Edmonton Fire Rescue Services and focus on proactively addressing challenges (especially those related to mental health) at the root-cause level.
- **Workplace Culture and Employee Experience** - Support and foster a culture that promotes traditions and values that contribute to citizen-focused service and expectations, models sound leadership principles, and contributes to the accomplishment of Edmonton Fire Rescue Services' mission.
- **Equity, Diversity and Inclusion** - Address known issues in a systematic way, at the root-cause level.
- **Data- and Research-Informed Service Innovation** - Use data to improve the allocation of resources, reduce risk exposure for frontline staff, and innovate how Edmonton Fire Rescue Services approaches work.
- **Community Connections and Relationships** - Strengthen our role and relationship to the community.

Parental Leave

WHAT IS EDMONTON FIRE RESCUE SERVICES' PARENTAL LEAVE POLICY?

Employees who are pregnant, have recently given birth, are adopting a child, or are caring for a newborn, may be eligible for unpaid leave of absence from their employment with the City of Edmonton. Employees with 90 days of continuous service are eligible to take maternity and paternity leave.

Maternity Leave

An employee can take up to 16 weeks of maternity leave. This is an increase of 1 week from the previous 15 weeks, recognizing a 1 week waiting period required by Employment Insurance Benefits.

Birth mothers must take at least 6 weeks of maternity leave after birth, unless the employer agrees to an early return and the employee provides appropriate medical documentation.

For pregnancies that end in a miscarriage or stillbirth within 16 weeks of the due date, the employee is entitled to maternity leave. The employee is not entitled to parental leave.

Parental Leave

Birth and adoptive parents can take up to 62 weeks of unpaid parental leave. For birth mothers, this is in addition to maternity leave. In recognition of the 1 week waiting period, this entitlement exceeds the EI benefit length by 1 week.

For details about Employment Insurance Benefits, information about the waiting period, or options to share parental leave, please contact [Service Canada](#) directly.

WILL STARTING A FAMILY AND/OR GOING ON PARENTAL LEAVE BE A ROADBLOCK TO MAINTAINING MY SENIORITY WITHIN THE DEPARTMENT?

No. Taking parental leave has no impact on promotions or seniority status. Edmonton Fire Rescue Services is a seniority-based organization which offers a great work/life balance. Seniority continues to accrue while an employee is on parental leave.

WHAT ACCOMMODATIONS CAN BE MADE FOR PREGNANT FIREFIGHTERS?

Firefighters can work with their supervisor and Disability Management Consultant to identify any limitations and restrictions confirmed through medical information. Based on the information, the City of Edmonton will work to provide suitable accommodations such as a temporary leave or a secondment to other areas within the branch with modified duties.

Outreach Opportunities

WHAT OTHER PROGRAMS DOES EDMONTON FIRE RESCUE SERVICES OFFER MY COMMUNITY?

- [Fire Cadet Program](#) - students aged 15-18
- [Camp Inspire](#) - for applicants aged 18+; women and gender-diverse communities (trans/non-binary/gender non-conforming) included
- Ride-Alongs - To book a ride-along, please call (780) 496-3785
- **Recruitment Info-Session** - an in-person recruitment information session will be scheduled for January 2023, approximately halfway through the application period. The posting opens on January 1st and will close on January 31st.

Diversity and Inclusion

WHAT DIVERSITY AND INCLUSION INITIATIVES EXIST AT EDMONTON FIRE RESCUE SERVICES?

- **Respect and Inclusion Advisory Committee**
 - This committee provides advice and recommendations, informed by research and community consultation, to the Office of the Fire Chief; includes members at all levels from across the fire department.
- **Dedicated Equity Specialist**
 - Supports Edmonton Fire Rescue Services by advancing the Services' Equity, Diversity and Inclusion plan that aligns with the pillars from [The Art of Inclusion](#); the City of Edmonton's Diversity and Inclusion Framework and the Fire Chief's Vision Dimensions. This includes support in training, GBA+, recruitment, facility review, career promotion, and other policies, procedures and guidelines.
- **City of Edmonton Employee Resource Networks**
 - Race&Ethnicity@theCity
 - Pride@theCity
 - Women@theCity
 - Edmonton Indigenous Employee Resource Network (EIERN)
- **Edmonton Fire Rescue Services' Internal Google Site (intranet)**
 - There is a Diversity and Inclusion section on the Fire Online Google Site that focuses on equity, diversity, inclusion and anti-racism. Additionally, it highlights resources, training opportunities, inclusion concepts, definitions, current events, and initiatives offered by the City of Edmonton and Edmonton Fire Rescue Services.
- **[City-Wide Anti-Racism Strategy](#)**
 - Developed in 2020, this strategy includes internal training, a learning guide for senior leadership, and a guide for reviewing internal systems and policies.

Who to Contact

WHO CAN I CONTACT FOR MORE INFORMATION OR ADDITIONAL QUESTIONS?

- **Firefighter Recruitment Process:** firefighterrecruitment@edmonton.ca
- **Fire Outreach Programs and Initiatives:** frsoutreach@edmonton.ca
- **Diversity & Inclusion:** sandra.moreno@edmonton.ca
- **City of Edmonton Benefits:** 3-1-1