

## Procedures for Filling Auxiliary Vacancies in the Protection Program

Effective: January 17, 2005

The following steps will be used when filling all auxiliary vacancies except new fire crew positions.

<b>Steps</b>	<b>Guidelines and Principles</b>
<b>1</b>	The Local Office declares vacancy with the intention of finding a suitable candidate.
<b>2</b>	Give consideration to auxiliary recall list for Seniority Unit. If no suitable candidates are found proceed to next step.
<b>3</b>	Review and consider the "Voluntary Relocation" request list.
<b>4</b>	Post the vacancy with all applicable information on the external web site.
<b>5</b>	Candidates will be required to submit a generic cover letter and resume. If additional information is required the Local Office contact person will advise those people inquiring about the position.
<b>6</b>	Develop a fair and transparent selection process. Candidates will be advised as to what the selection process will entail. The selection process will be designed by the Local Office and is intended to be an assessment of all candidates. The process may include steps such as rating submissions, suitability assessments and reference checks. Preference will be given to auxiliary staff on recall status or currently employed with the Protection Program if, the selection process creates a situation where candidates are considered relatively equal. Any applicant who does not meet all the qualifications may be considered for selection at an under implemented level, but only in those cases where there are no fully qualified applicants.
<b>7</b>	Select successful candidate and make an offer for the position. Only the successful candidate will be notified. Unsuccessful candidates may inquire to the Local Office and have a discussion as to why they were unsuccessful so they may be better prepared for future opportunities.
<b>8</b>	Once the Vacancy has been filled the Web site will be updated to indicate that a successful candidate has been selected. Place the individual's name on the site if agreeable to the candidate.