**RECRUIT**
- Established events (colleges/job fairs)
- Coffee socials
- Meet-and-greets
- Community events
- Church/Church groups
- High schools/colleges
- WebEx Q&A sessions
- Education for Employment
- Yard signs
- KDPS Explorers
- Previous applicants
- Metro Bus advertising
- Michigan Works!
- Billboard advertising
- Job Interest Cards
- Word of Mouth
- Kalamazoo Promise graduates
- Social media
- Paid advertising
- City of Kalamazoo water bill
- Many more

**PREPARE**
- Online practice tests (available free for City of Kalamazoo residents)
- Online videos (fire agility/other steps)
- MCOLES testing opportunities
- Tips for Success
- 1-on-1 meetings with recruiters
- WebEx Q&A sessions

**APPLY**
- Application period
- Online application to include background questionnaire for MCOLES compliance
- Invited to written test upon review of application and background questionnaire
- Test prep resources provided prior to test
- Test consists of multiple test dates

**WRITTEN TEST**
- Users passing the written test are invited to complete the background screening
- Applicants must follow the specific instructions provided
- Background screening includes a fingerprint check to provide assistance and partners with MichiganWorks!, Michigan State Police, and MPPS Training
- Extensive information requested in background screening:
  - education
  - experience
  - military service
  - prior police/fire/EMS training
  - PSO Agility Test is pass/fail (police and fire components)

**BACKGROUND PACKET**
- Applicants assigned to a background investigator
- Process takes 3-4 weeks
- Must pass MCOLES written & physical exam prior to completion of investigation
- Must complete 12-hour ride-along with community participation event

**BACKGROUND SCREENING**
- Eligible candidates are invited to complete agility test
- Both processes are completed in the same day
- Interview is scored by human resources
- PSO Agility Test is pass/fail (police and fire components)

**FIRST INTERVIEW & AGILITY TEST**
- All candidates passing the background investigation
- Must pass MCOLES written & physical exam prior to completion of interview
- Chief may select from entire pool upon completion of interview

**FINAL CHEF'S INTERVIEW**
- Employment offers are conditional upon passing physical exam, psychological exam, and drug screening
- Continued employment upon successful completion of fire academy, police academy, and MFR test

**OFFER OF EMPLOYMENT**
- Fire academy
- 8-week Field Training Officer (FTO)
- 15-week Medical First Responder Training
- 15-week Michigan Firefighters Training
- 1-year probationary period (additional length if attending police academy)