



## AFD Fire Cadet Post Interview Information

### What Happens Next?

- Individual rating sheets will be sent to the vendor for scoring.
- The vendor will provide the Fire Department with a composite score.
- AFD personnel will verify DD214-4 forms for military points. DD214-4 forms are due no later than July 6, 2012.

### Scoring Information

- The workplace behaviors/integrity test was used with a cut-off score that eliminates the bottom third of candidates (approximately) based on the normative population. Applicants who passed this exam and scored in the top 1500 on the written cognitive exam were invited to the interview.
- The scores from the written cognitive exam and the oral interview will be standardized prior to being combined into a composite score for the purpose of rank-ordered selection, with the cognitive exam being weighted 1/3 and the interview being weighted 2/3. Scores are then standardized to ensure that the intended weights are properly applied. The final score will be the composite score.
- Candidates who qualify for military points will have three points added to their composite score.
- Each candidate's composite score, plus military points (if applicable), will determine the candidates place on the Initial Ranked List for Fire Cadet. This list is anticipated to be posted on the employment website August 8, 2012.
- Approximately the top 120 candidates from the Initial Ranked List will continue in the process – Candidate Physical Ability Test<sup>®</sup> (CPAT) medical/physical, psychological, and background investigation.

### CPAT Information

- After the Initial Ranked List for Fire Cadet is posted, the top 120 candidates will be scheduled for a CPAT orientation session.
- CPAT orientations are tentatively set to begin August 20 and practice runs September 24.
- The schedule for CPAT events is tight; please arrive on time for your scheduled events. Late arrivals will not be allowed to participate and will be disqualified from the process.
- AFD will follow the CPAT Administration Guidelines, 2<sup>nd</sup> Edition. These guidelines allow candidates to sign a waiver stating that they knowingly waive their opportunity to participate in one or both orientation sessions and one or both practice runs.
- AFD will accept CPAT completion certificates (or letters) from **Fully-licensed** CPAT Jurisdictions for tests completed on or after October 1, 2011. Follow this link to see a list of the IAFF/IAFC licensees (<http://www.iaff.org/HS/Well/statelist.htm>).

- CPAT certificates or pass letters must include the candidates name, the date of the test, and a statement that the applicant passed the test. The test must have been completed on or after October 1, 2011.

**The primary source of the information on the hiring process and next steps will be communicated via the Internet. Please check the website (<http://www.austintexas.gov/department/fire-employment>) often for updates and keep your confirmation number handy. Results, schedules and updates will be posted on the website.**

**Due to the large applicant pool, we will be unable to respond to individual phone calls. Please use the tools on the website to find answers to your questions.**

- Be sure to keep your contact information up to date with us. You can send an email to [FireEmployment@austintexas.gov](mailto:FireEmployment@austintexas.gov) with updated address, phone and e-mail.
- **Please include your name and confirmation number in all correspondence with us.**



## **2012 Structured Oral Interview**

**Applicant**

## **CONFIDENTIALITY AGREEMENT**

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*As an Applicant in this oral interview process, I acknowledge that:*

1. Interview questions are confidential testing materials and may not be shared with other applicants, AFD personnel or anyone who does not have a specific and official need to know.
2. If I am found to have violated the confidentiality of this process in any way, I will be disqualified and may be subject to additional legal remedies.
3. I will not be provided with feedback on my performance in the interview process.
4. I will not receive feedback from the individuals who evaluated me in the interview.
5. If I know one of the interview panel members, I may be assigned to a different interview panel.
6. I understand that violation of this agreement could affect my status in the hiring process.
7. Reproduction of any material associated with the Austin Fire Department Cadet Oral Interview process will be viewed as tampering with a governmental record and subject to penalty.

*I agree that I:*

8. Will maintain the confidentiality of the interview questions by not discussing them with anyone.
9. Will not contact the oral interview panel members and request feedback on my performance in the interview.