

Hiring / Personnel Committee

Purpose:

River Falls Ambulance is a progressive service and only employs the most dedicated personnel willing to commit to our service's requirements. This committee will review, interview and select these personnel based on the outlined hiring process.

Goal:

To establish a formal interviewing and selection process that is standard for all persons applying for an EMS position with River Falls Ambulance.

Objectives:

1. To review all applications and select the most qualified applicant(s) to be interviewed based on current service needs.
2. To interview selected applicants and make a decision on employment opportunities.
3. Assist the officers to resolve any personnel conflicts or issues between employees or departments.
4. To review the Personnel Performance Review Form, which is filled out by each member, and provide feedback to the employee.

Operating procedures:

1. The committee will be available to meet twice per month, normally on the 2nd and 4th Wednesday's of the month, or as needed.
2. The date, time and place of special meetings shall be posted by the chair or his/her designee a minimum of 24 hours prior to the start of the meeting.
3. The committee will consist of the officers of the service and two active members of the service. Alternate members may be appointed by the officers to substitute for the active members in the event they are unable to attend.
4. A quorum is defined as a minimum of 3 committee members consisting of a minimum of one officer and one service member.
5. All selected applicants will be given one week notice prior to the interviews by the chair or his/her designee.
6. All interviewed applicants will be asked a series of standard questions put together by the hiring committee. Additional questions may be asked by each member if they feel a need for clarification on a subject.
7. All interviewed applicants will be given the status of the interview within 2 weeks from the interview by the chair or his/her designee.
8. Applicants will be selected for a position based on their qualifications and the outcome of the interview.