

**COUNTY OF HAWAI'I
HAWAI'I FIRE DEPARTMENT**

**INTERVIEW AND SELECTION PROCEDURES
Effective March 29, 2023**

I. REFERENCES

Hawai'i Revised Statutes, Chapter 76; Department of Human Resources, County of Hawai'i Administrative Rule Chapter 3.

II. PURPOSE

To establish a uniform method of interviewing and selecting applicants for civil service positions in the Hawai'i Fire Department in conformance with the merit system principle and applicable statutes, rules, policies and procedures, and collective bargaining agreements.




III. POLICY

The Department shall fill its civil service positions with the most suitable applicants available for the positions based on the merit principle and utilizing lawful, fair, and uniformly administered procedures.

Selections for the positions shall be impartial and based on the needs of the Department, free from coercive political influences, as well as applicants' fitness and ability for public employment.

IV. APPLICABILITY

These procedures shall apply to appointments to civil service positions that are subject to the County's position classification plan, in accordance with Chapter 76, Hawai'i Revised Statutes, as amended.

Submitted by:  Fire Chief	MAR 29 2023 Date
Approved by:  Director of Human Resources	4-3-23 Date
 Managing Director	4/5/23 Date

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V. PROCESS

A. Method

The Fire Chief or designee shall coordinate recruitment(s) for current and/or anticipated vacancies with the Department of Human Resources.

The Fire Chief or designee shall select from any of the following options to fill a vacancy (provided there is no County priority job placement):

1. Intra-departmental transfer;
2. Intra-departmental demotion;
3. Internal recruitment with the department;
4. Inter-departmental transfer;
5. Inter-departmental demotion;
6. Internal recruitment within the County of Hawai'i;
7. Intergovernmental movement;
8. Re-employment list;
9. Open-competitive recruitment;
10. Any other means provided for by statute and/or the Department of Human Resources Administrative Rules or Procedures.

The Fire Chief or designee shall develop the desired skill set for the position in relation to the up-to-date position description and class specification.

The Fire Chief or designee shall complete and submit the Request to Fill, Form DHR-RE-544, to the Managing Director for approval with the desired skill set.

Upon approval by the Managing Director, the Fire Chief or designee shall proceed with the process for filling the position.

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An interview and/or assessment center evaluation/exercise(s) may be included as part of the interview and selection process. The Fire Chief or designee may develop lawful criteria and weights for the selection process in relation to the essential job duties identified on the position description to include any combination of the following: oral interview, performance test(s), assessment exercises(s), driving exercise, personnel management exercise(s), employment reference checks, and as applicable to the position: criminal background check, drug screening, and pre-entry medical examination. Results of these assessment exercise(s) shall be incorporated into the selection process.

B. Internal Recruitment

Job postings will be conducted by the Department of Human Resources and the recruitment period shall be for ten (10) calendar days. The Fire Chief may extend the recruitment period with Department of Human Resources' approval and action or may approve a late filing request, as appropriate. Applications must be electronically submitted by 11:59 p.m. HST of the closing date. Department of Human Resources may cancel a recruitment or scheduled testing at the request of the Fire Chief. In such an event, all applicants shall be notified of the Department of Human Resources' action to cancel.

All verifying information (certificates, licenses, official college transcript, etc.) shall be submitted with the application.

After the close of an internal recruitment period for uniformed positions, the Hawai'i Fire Department's Human Resources Specialist or Technician shall review all applications to determine whether or not applicants are eligible for the internal recruitment and whether they meet the minimum qualifications for the vacant position. Applicants who are not eligible and who do not meet the minimum qualifications of the position shall be deemed "not qualified" and shall be excluded from testing and further consideration for the recruitment.

Applicants shall be allowed seven (7) calendar days to submit additional verification information. The Hawai'i Fire Department's Human Resources Specialist shall be responsible to inform affected applicants of their non-qualification.

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The Fire Chief or designee may request the Department of Human Resources to conduct a written examination for positions within the department. The results of a written examination shall be incorporated as part of the selection process of the applicant(s). It shall be the responsibility of the Department of Human Resources to notify applicants of the written examination results.

For designated uniformed positions such as Battalion Chief, Fire Captain, Fire Equipment Operator, Fire/Emergency Medical Services Specialist III, Fire/Emergency Medical Services Specialist II, Fire Prevention Inspector II, Fire Prevention Inspector I, Fire /Hazardous Materials Specialist, Fire Training Specialist, and Fire Rescue Specialist, Water Safety Officer III, and Water Safety Officer IV, the Education and Experience (E&E) scores shall be computed based on a point system defined by the department prior to the recruitment. The E&E scores shall be computed by the Hawai'i Fire Department's Human Resources Specialist I.

Applicants for designated uniformed positions such as Fire Captain, Fire Equipment Operator, Fire Prevention Inspector I and Fire/Hazardous Materials Specialist will be interviewed and/or participate in an assessment center exercise according to their passing written examination score. Qualified applicants for Battalion Chief, Fire Captain (Prevention), Fire Prevention Inspector II, Fire/Emergency Medical Services Specialist III and Fire/Emergency Medical Services Specialist II, and Fire Training Specialist positions will be interviewed and/or participate in an assessment center exercise based on meeting the minimum qualifications for that particular classification. Qualified applicants for the Fire Rescue Specialist, Water Safety Officer III, and Water Safety Officer IV positions will participate in the physical ability exercise, interview, and/or assessment center exercise.

The number of applicants interviewed shall be based upon a pre-selected range of scores as deemed necessary by the Fire Chief or designee based on projected staffing needs. If no written exam is administered, applicants may be interviewed in accordance with the department's skill set criteria, which has been developed by the management staff, for the position and management's review of the applicants' qualifications.

For the rank of Fire Captain, Fire Equipment Operator, Fire Prevention Inspector I, and Fire/Hazardous Materials Specialist, applicants will remain eligible for a minimum of one year from the completion of the scoring of the written examination

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in which the internal list is established. The eligibility period may be extended upon the request of the Fire Chief and approval by the Director of Human Resources for a period not to exceed six (6) months.

For the rank of Battalion Chief, Fire Captain (Prevention), Fire Prevention Inspector II, Fire/Emergency Medical Services Specialist III, Fire/Emergency Medical Services Specialist II, Fire Training Specialist and Fire Rescue Specialist, Water Safety Officer III, and Water Safety Officer IV, applicants will remain eligible for a minimum of one year from closing date of the recruitment in which the internal list is established. The eligibility period may be extended upon the request of the Fire Chief and approval by the Director of Human Resources for a period not to exceed six (6) months.

For uniformed classes of work other than those listed above, recruitments may be conducted as vacancies arise.

If an applicant who was selected for a promotional opportunity does not satisfactorily complete the new probationary period, the Fire Chief may use the previously referred internal list in filling the position.

The Fire Chief shall endeavor to provide for timely and consistent annual periods of recruitment in collaboration with the Department of Human Resources.

Applications for internal recruitments for non-uniformed positions will be reviewed by the Department of Human Resources. Notices to applicants regarding their application status will sent by the Department of Human Resources.

C. Open Competitive Recruitment

For Fire Fighter Recruit and Fire/EMS Recruit Applicants

To determine suitability for employment, the Hawai'i Fire Department may conduct criminal suitability checks to include background and character appraisal checks for Fire Fighter Recruit and Fire/EMS Recruit applicants.

Individuals referred by the Department of Human Resources from a Fire Fighter Recruit or Fire EMS/Recruit open-competitive eligible list shall be subject to suitability checks.

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Suitability checks may include information on the applicant's:

1. Personal History questionnaire
2. Employment history
3. Criminal conviction history
4. Character references
5. Traffic abstract
6. School transcripts
7. Military records

For Water Safety Officer I Applicants

To determine suitability for employment, the Hawai'i Fire Department may conduct criminal suitability checks to include background and character appraisal checks for Water Safety Officer I applicants.

Individuals referred by the Department of Human Resources from a Water Safety Officer I open-competitive eligible list shall be subject to suitability checks.

In addition to the requirements identified for Fire Fighter Recruit and Fire EMS Recruit, applicants for Water Safety Officer I will be required to complete and pass a Performance Assessment Exercise in order to proceed on to the interview. The process for a Water Safety Officer I open recruitment shall be as follows:

1. Conduct an open recruitment application period.
2. Request an eligible list for the identified vacant positions.
3. Conduct a Performance Assessment Exercise for the qualified candidates.
4. Conduct an interview for those who successfully passed the Performance Assessment Exercise – as identified in the interview section of this policy.

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5. Submit recommendation to the Fire Chief for review and approval after conducting a reference check as identified in this policy.

D. The Interview

An interview and/or assessment center, hereinafter referred as the interview, may be held to fill a vacant position.

1. When to Conduct

An interview may be held to fill a vacant position. In deciding whether to hold an interview, the Fire Chief shall consider various factors.

- a. The interview shall be used to rate the applicant's suitability for the vacant position according to factors related to the job and which can be appraised in an interview, such as oral communication skills, or other skills or factors which take longer than a brief orientation to acquire and which will not be taught or acquired on the job.

If an interview is conducted, all interested applicants may be interviewed. When there is a large applicant pool, the department's skill set criteria may be utilized during the evaluation process to narrow the slate of applicants to be interviewed.

- b. An interview need not be held where all the applicants are departmental employees. If an interview is not utilized, the Fire Chief or designee may base the selection on any or all of the following (not all inclusive):

1. Work history
2. Supervisory Recommendations
3. Recommendations of other employees
4. Other public service or activities that demonstrate desirable traits (i.e. leadership, creativity, good interpersonal dynamics, etc.)

An interview need not be held for open-competitive recruitment applicants interviewed by the department in the past three (3) months for the same

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class of work provided that the method of selection (under V.A. above) is the same.

- c. An interview need not be held for open-competitive recruitment applicants interviewed by the department in the past six (6) months for the same position, provided that the method of selection (under V.A. above) is the same.
- d. For internal recruitments for uniformed positions, the results of the interview and selection process will be used during the life of the internal list or until the internal list is exhausted, whichever occurs first.

2. Scheduling

The interview should be scheduled during the Hawai'i Fire Department Administration's working hours between 7:45 a.m. and 4:30 p.m., Monday to Friday. The Fire Chief may elect to schedule interviews after normal work hours when necessary to accommodate all applicants. Applicants must appear at their scheduled interview date and time unless mutually agreed upon arrangements are made in advance.

3. Notification and Documentation

Applicants shall be notified via email of the date, time, and location of the interview with instructions to confirm receipt of the email within three (3) working days from the date in which the email was sent. If the applicant fails to call or reply to the email, the applicant is considered not interested in the position and will be disqualified from the recruitment process.

The department shall document the applicant's response, including the date and time of contact.

If the applicant has no interest in the position, the applicant shall indicate so in writing to the Fire Chief.

4. Preparation

Preparation for the interview shall include, but not limited to, the following:

- a. Selection of Panel and Panel Chair

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The selection of the panel and panel chair shall be made by the Fire Chief or designee. The panel should include a fair representation of ethnic groups and gender, to the extent possible. One panel member may be the immediate supervisor of the position. When higher level or specialized division positions are being filled and external expertise is required, panel members may be selected from outside of the County.

When a County employee serves on the panel, his/her job classification should be equal to or higher than that of the position being filled, unless it is determined by the Fire Chief that this is not practical.

b. Job Review

The most current job description (which includes the identification of essential duties in accordance with the Americans with Disabilities Act), class specification, and department's skill set criteria shall be reviewed by the panel members to familiarize themselves with the essential functions of the position and to determine the skills, knowledge, and ability required to perform the position. Members may also interview the respective supervisor and former incumbents who performed the same duties to learn more about the requirements of the position.

c. Interview Questions and/or Exercises

A list of questions and/or exercises and model answers shall be developed by the Fire Chief or designee to indicate the suitability of the applicant for the position.

Generally, questions should be designed to elicit qualities other than technical knowledge. Questions should not call for true-false, multiple choice, or one-worded answers since those types of questions often reward memorization rather than analytical ability. The Department of Human Resources and the Hawai'i Fire Department's Human Resources Specialist will provide assistance as requested.

Questions and/or exercises must be reviewed with panel members prior to the first interview. Guidelines on what may or may not be asked in the

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interview should also be reviewed. Panel members should read and sign the Interview Panelist Duties and Responsibilities Acknowledgement Form, Form DHR-RE-703, before the start of the interview.

5. Conducting the Interview

Interviews shall be conducted in a manner that ensures that applicants are evaluated on job-related factors and that they are given equal opportunity to express or demonstrate their competency to perform the duties of the vacant position.

- a. Interviews shall be facilitated by the panel chair.
- b. Each applicant shall be told that notes will be taken during the interview.
- c. Each applicant shall be given an orientation (written or oral) of the duties of the position.
- d. Each applicant shall be afforded the opportunity to clarify, comment, or elaborate on any information obtained through a suitability check of the applicant's work experience, training, or work history.
- e. Each applicant shall be informed of the approximate date of selection or non-selection and method of notification.

6. Findings

Findings shall be recorded by individual panel members after each interview. A meeting to discuss the findings may be held after all interviews to recommend a person(s) to fill the position(s). The panel members shall submit their findings with a short statement explaining the basis for that recommendation to the Fire Chief. At the conclusion of the interview process, the Fire Chief or his/her designee shall collect and secure all materials.

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E. Reference Check

The Fire Chief or designee shall obtain the selectee's permission to conduct the employment reference check of at least three (3) employers. Selectee shall complete the Authorization to Release Personnel Information, Form DHR-RE-548. If selectee does not grant authorization, the selection process for selectee cannot continue. In this case, the department shall explain to the selectee the impact of applicant not allowing the authorization.

A reference check may be conducted via telephone from a list of references, current/former employers, and other professional references provided by the applicant. The Pre-Employment Written Reference Check, Form DHR-RE-500, may be used to conduct the written reference check. The Pre-Employment Telephone Reference Check, Form DHR-RE-502, may be used to conduct the telephone reference check.

If applicant has no paid work experience, the department may choose to conduct a Personal Reference Telephone Reference Check and complete Form DHR-RE-501 to document the information obtained.

Questions shall be designed to elicit pertinent information relevant to the applicant's work performance history and a pattern of problematic behavior and/or job performance issues.

These score sheets shall be turned in to the Fire Chief or designee and shall be retained with the interview/assessment exercise(s) rating sheets.

F. Fire Chief's Review

Prior to selection(s), the Fire Chief or designee shall review all findings.

1. The selection(s) shall be based on job-related factors. These factors may include, but are not limited to, work experience pertinent to the position being filled, training and experience, performance evaluation(s) (for current employees), specific skills demonstration, interview scores, reference checks, and the ability to perform the essential job duties.
2. Seniority shall be considered only where collective bargaining provisions allow for such consideration for internal recruitments.

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3. The Fire Chief will render a decision to hire or not to hire.

G. Selection and Follow-Up

Upon selection(s), the Fire Chief or designee shall:

1. Contact applicant(s) to make a conditional offer to the selectee(s). If a verbal offer was made, the department shall follow-up with a formal letter. The selectee(s) are required to complete the Post-Job Offer Affirmation Regarding Performance of Duties, Form DHR-RE-569.
2. All applicants not selected shall be notified by letter (paper or email). Letters will notify applicants of the non-selection and will briefly thank them for their interest.
3. For an open-competitive recruitment, the selectee(s) shall be informed that the conditional job offer is contingent upon his/her passing the County of Hawai'i pre-entry medical examination, the County of Hawai'i pre-entry drug screening, and/or other required testing, as appropriate for the job. The required testing shall be scheduled by the Hawai'i Fire Department's Human Resources Specialist. Failure to pass these required tests shall result in the selected applicant not being hired.
4. For open-competitive and internal recruitments, the Hawai'i Fire Department's Human Resources Technician I or Human Resources Assistant shall record the selection and non-selection results on the referred list and report the hire(s) to the Department of Human Resources.

H. Record Retention

Documentation of the interview and selection process shall be retained for a minimum of three (3) years in the Hawai'i Fire Department.

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Attachments

- DHR RE-544 Request to Fill Form
- DHR-RE-500 Pre-employment Written Reference Check
- DHR-RE-501 Personal Reference Telephone Check
- DHR-RE-502 Pre-employment Telephone Reference Check
- DHR-RE-548 Authorization to Release Personnel Information
- DHR-RE-569 Post-Job Offer Affirmation Regarding Performance of Duties
- DHR-RE-703 Interview Panelist Duties and Responsibilities Acknowledgement Form

DHR USE ONLY:	
_____ / _____	R&E Specialist
_____ / _____	HR Manager
Exam #: _____	
Date assigned: _____	
Posting date: _____	

COUNTY OF HAWAI'I
DEPARTMENT OF HUMAN RESOURCES

REQUEST TO FILL VACANT POSITION
(To Be Completed by the Hiring Department)

Department: _____ Date of Request: _____

Division: _____ District: _____

Position No.: _____ Pay Grade: _____

Title: _____ Lautenberg Position: Yes No

Request to Fill the Position: Permanently Temporarily NTE: _____

Funding Source: Permanent Temporary Source: _____

Date of Vacancy: _____ Name of Incumbent: _____

Reason for the Vacancy: _____

Request for "hiring above the minimum pay rate" for open-competitive recruitment only: Yes
(If yes, attach DHR-RE-545 Form - Request to Advertise and Hire Above the Minimum Pay Rate of the Pay Range)

Selected option(s):

(Refer to Filling Civil Service Positions Procedures and its Checklist for required documents)

- Priority job placement
- Select priority list
- Recall list
- Intra-departmental: transfer demotion movement
- Internal recruitment: within the department within the County of Hawai'i
(attach Desired Skill Set form DHR-RE-722)
- Inter-departmental: transfer demotion movement
- Inter-governmental movement
- Reemployment List
- Open-competitive recruitment: (attach Desired Skill Set form DHR-RE-722)
Non-registration recruitments only:
 request for _____ additional names plus tie scores (all names will be referred for continuous recruitments).
Justification for additional names: _____

- Temporary appointment outside of an eligible list (attach form DHR-RE-525)
- Other (includes conversion of temporary appointment, exempt appointment, student helper, etc.)

Justification for option(s): _____

If applicable, provide request for special recruitment ad: _____

The Classification Spec and Position Description for this position were reviewed. All necessary updates were made, finalized and approved.

By: _____
Department Head Signature

Date: _____

By: _____
Managing Director Signature (for Executive Branch)
Council Chair Signature (for Legislative Branch)

Date: _____

COUNTY OF HAWAI'I PRE-EMPLOYMENT WRITTEN REFERENCE CHECK

Applicant Name (Last, First, M.I.) _____ Position Applying For _____

Previous Employer: _____ Phone: _____

Street: _____ Fax: _____

City, State, Zip: _____

The above applicant has applied for a position with the County of Hawai'i. Attached for your information and file is a copy of the applicant's "authorization to release personnel information". We would greatly appreciate your responses regarding the applicant's job performance with your company as we value your input to hire the best person for the above position. Please attach additional sheets as needed to complete the information below.

For completion by previous/current employer:

Applicant's Position Title: _____

Company: _____

Dates of Employment: From _____ To _____

Job Duties: _____

Reason for leaving: Quit Fired Laid off - If Fired or laid off, enter reason below:

Did applicant abuse any privileges at work? Yes No - If yes, explain: _____

How did applicant relate with others? (co-workers, customers and the public) _____

On a scale of 1 to 5, with 1 being the lowest and 5 the highest, how would you rate the applicant on the following in the performance of the job duties:

- | | | |
|-----------------------------|---------|-------|
| • Knowledge of the job | Comment | _____ |
| • Learning new assignments | Comment | _____ |
| • Accepting responsibility | Comment | _____ |
| • Following directions | Comment | _____ |
| • Accepting criticism | Comment | _____ |
| • Being flexible | Comment | _____ |
| • Following through on work | Comment | _____ |

(continued on next page)

- Using own initiative Comment _____
- Dependable Comment _____
- Decision making Comment _____
- Courteous Comment _____
- Work attendance Comment _____
- Supervisory skills (if applicable) Comment _____

Would you rehire this applicant? Yes No - If no, explain: _____

Additional Comments:

Completed by:

Name: _____ Title: _____

Street: _____

City/State/Zip: _____ Phone: _____

Signature: _____ Date: _____

Please return this form to the contact person below by

Name: _____ Position Title: _____

Department: _____

Address: _____ Phone: (808) _____

City, State, Zip: _____ Fax: _____

Confidential Email: _____

COUNTY OF HAWAI'I

PERSONAL REFERENCE TELEPHONE CHECK

APPLICANT _____ POSITION APPLYING FOR _____

Introduction: "My name is _____ from the County of Hawai'i, Department of _____.

(Applicant) has applied for a _____ position with the Department of _____ and the applicant has granted permission to contact you as a personal reference. We would greatly appreciate your responses regarding the applicant as we value your input to hire the best person for this position. May I ask you a few questions regarding this applicant? Yes No (Mark person's response) _____

Obtain the following information and record the information below:

Personal Reference Name: _____ Telephone No.: _____

In what capacity do you know this person? Friend Coach Teacher Counselor Neighbor Other
If Other, state relationship: _____

How long have you known this person? From: _____ To: _____

To your knowledge, has this person ever been fired from a job? Doesn't Know Yes No

If yes, explain: _____

To your knowledge, has this person ever abused any privileges at work? Doesn't Know Yes No

If yes, explain: _____

How does this person relate with others? (co-workers, customers and the public) _____

On a scale of 1 to 5, with 1 being the lowest and 5 the highest, how would you rate this person on the following?

- Honesty _____ Comment _____
- Dependability _____ Comment _____
- Accepting responsibility _____ Comment _____
- Following directions _____ Comment _____
- Accepting criticism _____ Comment _____
- Being flexible _____ Comment _____
- Using own initiative _____ Comment _____
- Decision making _____ Comment _____
- Courteous _____ Comment _____
- Work attendance _____ Comment _____
- Supervisory skills (if applicable) _____ Comment _____

Would you recommend that this person be hired for this position? Yes No If no, explain: _____

Do you have any additional comments to share with us? Yes No

Thank you for taking the time to answer our questions! We really appreciate your input.

Recorded by: _____
Print Name Date/Time

COUNTY OF HAWAI'I PRE-EMPLOYMENT TELEPHONE REFERENCE CHECK

Applicant Name (Last, First, M.I.) _____ Position Applying For _____

Previous Employer: _____ Phone: _____

Street: _____ Fax: _____

City, State, Zip: _____

Introduction: "My name is _____ from the County of Hawai'i, Department of _____.

(Applicant) has applied for a _____ position with the Department of _____ and we have (Applicant's) permission to verify his/her employment information with your company. We will fax the authorization to release information to you in a few minutes. May I have your fax no. to send the authorization form? Meanwhile, may I ask you a few questions regarding this applicant's job performance with your company as we value your input to hire the best person for this job."

Obtain the following information from the employer and record the information below:

Previous Employer: _____ Phone: _____

Contact Person/Job Title: _____

Applicant's Position Title: _____

Dates of Employment: From _____ To _____

Position Title: _____

Job Duties: _____

Reason for leaving: Quit Fired Laid off - If Fired or laid off, enter reason below:

Did applicant abuse any privileges at work? Yes No - If yes, explain: _____

How did applicant relate with others? (co-workers, customers and the public) _____

On a scale of 1 to 5, with 1 being the lowest and 5 the highest, how would you rate the applicant on the following in the performance of the job duties:

- | | | |
|--------------------------------------|---------|-------|
| • Knowledge of the job | Comment | _____ |
| • Learning new assignments | Comment | _____ |
| • Accepting responsibility | Comment | _____ |
| • Following directions | Comment | _____ |
| • Accepting criticism | Comment | _____ |
| • Being flexible | Comment | _____ |
| • Following through on work | Comment | _____ |
| • Using own initiative | Comment | _____ |
| • Dependable | Comment | _____ |
| • Decision making | Comment | _____ |
| • Courteous | Comment | _____ |
| • Work attendance | Comment | _____ |
| • Supervisory skills (if applicable) | Comment | _____ |

Would you rehire this applicant? Yes No - If no, explain: _____

Additional Comments:

Recorded by:

Name: _____ Title: _____

Date: _____

COUNTY OF HAWAII

POST-JOB OFFER AFFIRMATION REGARDING PERFORMANCE OF DUTIES

Name: _____ Job Title: _____

Department: _____ Position Number: _____

*Position Description Form is Enclosed

Position is listed on Appendix C as a Safety-sensitive position Commercial motor vehicle operator position

I, _____
(Print Name)

have read the enclosed position description duties) and attest to the following:

- I am able to perform the essential duties of the position with or without reasonable accommodation.

- I have also read the Physical Requirements of the Position (Form DHR-CP-001b) if position is identified above as safety sensitive or commercial motor vehicle operator and can perform the essential duties of the position with or without reasonable accommodation. (If not applicable, leave this box blank)

CERTIFICATION AND AUTHORIZATION

I hereby certify that all statements made are true and correct to the best of my knowledge.

Signature of Applicant/ Employee

Date

COUNTY OF HAWAII

**Interview Panelist Duties and Responsibilities
Acknowledgement Form**

I hereby understand and acknowledge my duties and responsibilities as an interview panelist for the _____ Department.

In my role as an interview panelist, I will adhere to the training that I have received and will not use any of the following protected categories, in accordance with federal and state laws, in my rating of applicants for the position being interviewed:

- Age
- Sex
- Race/Color
- National Origin/Ancestry
- Religion
- Disability
- Genetic Information
- Gender Identity
- Gender Expression
- Marital Status
- Arrest & Court Record
- Sexual Orientation
- Military Service
- Veteran's Status
- Pregnancy
- Lactation
- Assignment of income for child support obligations
- Citizenship
- Victim of Domestic or Sexual Violence

I also understand that I will not discuss with anyone, not even in general terms, the information presented in the interview, the applicant ratings, and the recommendations of the interview panel with anyone outside of the interview panel process, unless authorized by the appointing authority or its legal representative. I acknowledge that I may be called to testify at grievance, discrimination, or appeal board hearings in my role as an interview panelist in the event there is a grievance or complaint filed.

Print Name/Signature

Date



HAWAII DIVISION
495 Manono Street
Hilo, Hawaii 96720

Telephone: 808.935.6841
Facsimile: 808.961.2437

www.hgea.org

March 28, 2023

County of Hawai'i - Hawaii Fire Department
Mr. Kazuo Todd, Fire Chief
25 Aupuni Street, Suite 2501
Hilo, Hawaii 96720

CONSULTATION #23-0117

RE: Proposed Amendments to the Department's Interview and Selection Procedures

Dear Mr. Todd,

We are in receipt of your letter dated March 7, 2023, regarding the proposed amendments to the interview and selection procedures.

After reviewing the proposal and gathering information, Hawaii Government Employees Association (HGEA) has no objection with the request and that it is in accordance with the collective bargaining agreements. We, however, do reserve the right to grieve any problems that may arise.

If you have any questions, please contact me via email at jsumera@hgea.org

Mahalo,

Jodi K. Sumera
Union Agent



HAWAII FIRE FIGHTERS ASSOCIATION

INTERNATIONAL ASSOCIATION OF FIRE FIGHTERS LOCAL 1463, AFL-CIO
1018 PALM DRIVE, HONOLULU, HAWAII 96814-1929
TELEPHONE (808) 949-1566 FAX: (808) 952-6003
WEBSITE: www.hawaii firefighters.org

March 23, 2023

Via E-Mail

Mr. Kazuo Todd, Fire Chief
Hawaii Fire Department
County of Hawaii
25 Aupuni Street, Suite 2501
Hilo, Hawaii 96720

RE: Interview and Selection Procedures – Proposed

Aloha Chief Todd,

The Hawaii Fire Fighters Association (“HFFA”) is in receipt of your March 6, 2023-dated email correspondence relating to the above-mentioned subject. Thank you for consulting with us over the matter and, as these procedures currently stand, the HFFA does not foresee any adverse impact on our Bargaining Unit 11 (“BU-11”) membership. Nevertheless, due to the yet to be resolved matter of a member’s “length of time within the Fire/EMS position,” the HFFA reserves the right to continuous and ongoing consultation and/or negotiations pursuant to the BU-11 Collective Bargaining Agreement (“CBA”) and Chapter 89 of the Hawaii Revised Statutes to address the “length of time” issue and/or any issues or problems that may arise.

Sincerely,

A handwritten signature in black ink, appearing to read "Robert H. Lee".

Robert H. Lee
President

Cc: Mr. Charles Spain – Hawaii Division Chairman - HFFA