



HIRING WORKSHOP INSTRUCTIONS

Hiring workshops provide applicants an opportunity to learn more about the position of Emergency Communications 9-1-1 Calltaker. The workshop includes a brief presentation about the department, an explanation of position responsibilities, and knowledge and aptitude testing. All work is done via computer, so good typing and computer skills are essential! The workshop lasts for approximately 2.5-3 hours. The top scoring applicants from the workshops will be invited to an interview, and the final selections will be made after that process.

You **must** attend an entire workshop in order to be considered for the position. This workshop is one of the primary factors used to select new Emergency Communications 9-1-1 Calltakers and applicants must attend a workshop to be considered for an interview.

Please download these documents from our website and bring them, along with the other listed items, with you to the workshop:

- ❑ **Print and complete these forms:**
 - ❖ Call Logic Exercise – “Who would you Dispatch?”
 - ❖ Work Conditions Form
 - ❖ Employment Verification Release Letter
 - ❖ Emergency Communications Calltaker Pre-hire Questionnaire

 - ❑ Copies of 3 different previous performance evaluations, progress reports, performance appraisals
- or-**
- ❑ Letters of recommendation on company letterhead describing your: work quality, attendance and conduct/interaction skills

Hiring workshop space is limited and attendance is by invitation only! If you did not receive an invitation with a scheduled date and time, most likely you were not selected to participate in this process. Please contact the Training Supervisor at 727-464-3873 if you have any questions or concerns.