

**Houston Fire Department
Firefighter / Emergency Medical Technician
Applicant Expectations**

HFD Assigned Recruiter will:

1. Be the direct point of contact throughout the entire hiring process
2. Communicate frequently via EMAIL
3. Communicate using other methods (text messages, virtual meetings or phone calls)
4. Establish COMPLIANCE deadlines to submit REQUIRED documents
5. Coordinate scheduled appointments to include interviews/polygraph/job offer etc.
6. Compliance deadlines and scheduled appointments are not flexible unless authorized by Recruiter

HFD Infection Control Office for Immunization Requirements will:

1. Provide immunization instructions and updates directly to applicant only
2. Confirm COMPLIANCE DATES for immunizations submissions
3. Receive immunization information directly from applicant via email???
4. Dates are not flexible for immunization requirements unless authorized by HFD Infection Control or Recruiter

(HFD Infection Control Office is the authority on REQUIRED Immunization information)

HFD Applicants are EXPECTED to and WILL:

1. UNDERSTAND the position is Firefighter and Emergency Medical Technician according to Texas, State Law
2. COMPLETE Fingerprint appointment within 14 days of taking the Civil Service Exam
3. RESPOND timely to all Email, Texts, or Phone Calls from Recruiter
4. READ and FOLLOW all INSTRUCTIONS provided by currently assigned Recruiter?
5. COMMUNICATE effectively and frequently with Recruiter
6. COMPLY with all COMPLIANCE DEADLINES
7. ARRIVE EARLY to scheduled appointments
8. DRESS APPROPRIATELY for scheduled appointments (in person or virtual)
9. DISCUSS Immunization shot information only with the HFD Infection Control Office
10. INFORM Recruiter if date changes are RECOMMENDED by the HFD Infection Control Office
11. SUBMIT requested documents with ACCURATE INFORMATION and THOROUGHLY COMPLETED
12. SUBMIT required or requested documents to Recruiter and HFD Infection Control timely
13. PASS the PHYSICAL ABILITIES Test for hiring process – appropriate athletic attire (see demonstration at www.hfdcareers.org)
14. INVEST in a self-paced Physical exercise regimen to prepare for the academy
15. PASS the Conditional Job Offer requirements (drug testing, physical, uniform)
16. ACCEPT Job Offer
17. ATTEND ORIENTATION at the HFD Val Jahnke Training Facility “The Academy” (date provided by Recruiter)
18. REPORT to WORK - CONGRATULATIONS

Reasons that may lead to applicant Removal from the Hiring Process:

1. Failure to RESPOND to Recruiter
2. Failure to READ and FOLLOW INSTRUCTIONS
3. Failure to COMPLY with COMPLIANCE DEADLINES (paperwork/immunizations/polygraph etc.)
4. Failure to COMMUNICATE necessary information
5. Failure to PASS the Physical Abilities Test
6. INCOMPLETE or LATE document submissions
7. Disqualifying criminal factors or moving violations (Recruiter review required)