

Fire Chief Hiring Timeline and Process

Note: Dates and times are approximate and subject to change

Timeline

- Notice/meet with Fire Civil Service Commission
- Posting live: **end of week of May 22**
- Applications close: **June 14**
- Screening complete: **June 19**
- First interviews and agility testing: **June 22 - 26**
- Finalist interview (2nd round); Meet & Greet (if external candidates): **June 29 – July 2**
- Finalist selected: **by July 6**
- Background/reference process: **July 7 – July 17**
- Conditional offer extended: **by July 20**
- Physical & Psychological: **July 21 – 24**
- Target start date: **August 3**

Job Posting & Recruitment

May 20 – June 14 (City may extend the posting if necessary)

- Post internally and externally at the same time
- Required Civil Service notice
- Advertise through:
 - Fire Chief's Association
 - League of MN Cities
 - Other relevant professional organizations

Application Review & Screening

Complete by June 19

- HR/City Administrator (or other representative)
 - Minimum qualifications
 - Review fire service leadership experience
 - Review command, administrative, emergency management, and budgeting experience
- Decide who moves forward

First-Round Interviews

June 22 – June 26

- Civil Service Commission, an outside panel member(s), and City Administrator
- Written test and In-box exercise

Second-Round Interviews (City Administrator Interview, Meet & Greet) (as necessary)

June 29 – July 2

Background Investigation

July 7 – July 17

- Chief-level background:
 - Employment history

- Reference checks
- Criminal, driving, credit

Employment Offer

By July 20

- Extend conditional offer

Physical & Psychological Evaluation (post offer)

July 21 – July 24

Offer Finalization & Notice Period

July 20 – July 31

- Finalize offer terms
- Coordinate notice period for external candidate
- Internal transition planning

Target Start Date (with flexibility)

August 3

- Start date & internal transition