



CITY OF PICKERINGTON

City of Pickerington Police Dispatcher Recruitment Process

Step 1

Testing Phase – Even when the City of Pickerington is not actively recruiting police dispatchers to fill vacancies, pre-requisite police dispatcher testing is routinely and continuously offered through the National Testing Network (NTN). Successful completion of these entry level Ergometrics tests, are the mandatory first step in the Pickerington recruitment process. For details on these tests, consult www.ergometrics.org . For test locations, times and registration details, contact www.nationaltestingnetwork.com

Recruitment requirements:

1. Your Ergometrics Emergency Communications exam must be completed through the National Testing Network (NTN). The closest test center is at Columbus State Community College, downtown campus.
2. You must designate the City of Pickerington as a reporting agency for test scores.
3. You must be able to speak, read, and write the English language.
4. You must be able to hear.
5. You must be able to keyboard at least 45 words per minute.
6. Candidates who do not meet the minimum requirements will not be considered.

Step 2

Position Vacancy Announcement – The City of Pickerington announces it is actively recruiting police dispatcher candidates. Interested candidates will be given a recruitment deadline to submit for testing through the NTN. All candidates who have successfully completed Ergometrics Testing through the NTN within 12 months from the recruitment date and who have named the City of Pickerington as a reporting agency will be considered.

The City of Pickerington is an equal opportunity employer and will not discriminate against any employee or applicant for employment on the basis of race, color, religion, sex, national origin, marital status, ethnic heritage, handicap, or age with respect to recruitment, hiring, training, promotion or other terms and conditions of employment. In order to progress to Step 3, the candidate must successfully complete Step 2.



CITY OF PICKERINGTON

Step 3

Candidate Selection – The top ten ranked candidates from the NTN testing pool will be selected to continue in the recruitment process and invited to complete an employment application provided they:

- Identify the City of Pickerington as a reporting agency when they partake in the Ergometrics Emergency Communications testing through the National Testing Network.
- Successfully complete all portions of the written exam.
- Have taken the Ergometrics Tests within one year of the recruitment deadline date.

Candidates must successfully complete Step 3 before progressing to Step 4 in this process.

Step 4

Oral Review Board – Candidates who pass Step 3 of the hiring process will be invited to an Oral Review Board. This will be a panel of three to four professionals from the Pickerington Police and Human Resources departments.

To be admitted to the Oral Review Board, a candidate must produce a copy of both:

- Valid Driver's License (photocopy)
- High School Diploma or GED (photocopy)

Oral Review Board members will question the candidate on practical and/or probable situations. Candidates who pass this step will have their written and oral board scores averaged and be re-ranked on the basis of their weighted scores. The top 5 candidates will proceed to the background investigation and the remaining candidates will be held in abeyance. In order to progress to Step 5, the candidate must successfully complete Step 4.

Step 5

Personal History Questionnaire - The top 5 candidates from Step 5 will receive a Personal History Questionnaire. The Personal History Questionnaire must be totally completed and submitted by an assigned date. Failure to fully complete the Personal History Questionnaire, or submit by the assigned deadline, will result in the candidate's disqualification from the hiring process.



CITY OF PICKERINGTON

Background Investigation - A thorough investigation of your background and history will be conducted to determine your suitability for employment.

Police officers will conduct interviews with and not limited to; family members, friends, neighbors, present and past employers, school officials, physicians and law enforcement agencies. In order to progress to Step 6, the candidate must successfully complete Step 5.

Step 6

Chief Interview - The Chief of Police will interview and consider the three (3) highest-ranking candidates of those who successfully complete the background process* and will select one of those three (3) candidates. If multiple vacancies exist, the Chief of Police will interview the required number of candidates necessary to fill the multiple vacancies and consider said number of candidates for selection in a manner consistent with the following illustration:

Candidates 1, 2, and 3 from the eligibility list are considered for the first vacant position; candidate 2 is selected for said vacant position; candidate 1, 3, and 4 are then considered for the second vacant position; candidate 1 is selected for said vacant position; candidates 3, 4, and 5 are then considered for the third vacant position; candidate 5 is selected.

*Note: In the event a vacancy becomes available when less than 3 candidates remain on the eligibility list; a new recruitment and selection process will be initiated.

Step 7

Conditional Offer of Employment - Candidates selected for available vacancies in accordance with the procedures identified in this document, will be extended a conditional offer of employment and, at that time, be advised that they will be appointed based on the condition that they pass a psychological evaluation, medical examination and drug test.



CITY OF PICKERINGTON

Step 8

Medical Examination & Drug Screen - A licensed physician will conduct a complete medical examination to determine fitness to perform the essential job functions for the desired position.

Step 9

Appointment - Candidates who successfully complete all phases of the hiring process may be appointed as a Pickerington Police Dispatcher. Candidates who successfully progress through the process will be notified by mail of future testing or reporting dates and times. Candidates who fail to successfully complete a phase of the process will be notified by mail of their disqualification.