

Human Resources Frequently Asked Questions

<p>POSITION QUESTIONS</p> <p>How do I know what positions are open? What positions am I qualified for? How do I apply for a position? Where do I go to apply for a job with the City of Fitchburg? What if I want to apply for a position that isn't open?</p> <p>APPLICATION QUESTIONS</p> <p>How do I know my application was received? What if I have trouble inputting my application on-line? How many of my previous jobs should I put on my application? Can I print a copy of my application if I apply on-line? Should I call the Human Resources Office to get an update on my application? I already applied for one job; do I need to apply again if I'm interested in another job? Can I just submit a resume? How often can I apply for a job? Is there an application deadline? What if I miss the application deadline? How will I know what's going on with my application?</p>	<p>PROCESS QUESTIONS</p> <p>How does the application process work? What are the minimum qualifications? What is the selection process? What is the examination process? What if I need an accommodation? What is an eligibility list? How long will my name be on an eligibility list? Will an eligible list be used for other City of Fitchburg departments? How long does the recruitment process take? Will I get an interview? What is the interview process? How soon will I be notified of interview results? Do I have to go through a background check prior to employment? Do I have to have a medical examination prior to employment?</p> <p>SITUATIONAL QUESTIONS</p> <p>What if I don't have a computer? What if I don't have an e-mail address? Does the City of Fitchburg have a residency requirement?</p> <p>MISCELLANEOUS QUESTIONS</p> <p>Is there a probation period for new employees? Will I be considered for employment if I live out of state? What type of employee benefits does the City of Fitchburg offer?</p>
--	---

ANSWERS

Q. How do I know what positions are open?

A. Check our [current postings](#). On your first visit to the website, you will need to create an account by establishing a username and password.

Q. What positions am I qualified for?

A. You can review our [job descriptions](#), which list the requirements for each position. You can assess your education and employment background against these requirements and decide if you think you are qualified for the position.

Q. How do I apply for a position?

A. The City of Fitchburg Human Resources utilizes a user-friendly on-line application process. You may apply on-line for any [current postings](#) by clicking the *Apply* button and following the prompts. You will create a “master” application that you can review and edit each time you apply for a job.

Q. Where do I go to apply for a job with the City of Fitchburg?

A. You can apply anywhere you can use a computer with Internet access. Just visit the [Human Resources website](#).

Q. What if I don't have a computer?

A. You can use a computer with web access at many local agencies, including local libraries, (such as the Fitchburg Public Library at 5530 Lacy Rd.) and community centers.

Q. What if I don't have an e-mail address?

A. When you use our on-line application system, you can sign up for free e-mail with Hotmail, Yahoo!Mail, or Gmail. It only takes a few minutes to set up an account, just follow the prompts.

Q. What if I want to apply for a position that isn't open?

A. You can review our listing of [job descriptions](#), and submit an on-line job interest form. Please note that we only accept interest cards on-line.

Q. How do I know my application was received?

A. When you have completed your entire application on-line and have clicked on the *Confirm and Send* button, the next screen will acknowledge that your application has been received.

Q. What if I have trouble inputting my application on-line?

A. There is an on-line *Help* option that can help facilitate your application process. You can also contact the Applicant Help Line at 1-888-636-4681. Two common issues associated with application submission errors are related to the cookies on your computer or that your connection was timed out. Try to clear out your cookies on your Internet browser and remember that you are logged out of the system after 30 minutes of inactivity.

Q. How many of my previous jobs should I put on my application?

A. It is important that you show all your qualifying experience including any and all employment you may have had with the City of Fitchburg. Qualifying experience is experience that meets the requirements as posted on each job announcement. Please list your last four employers and if you need to list more employers, please attach a resume.

Q. Can I print a copy of my application if I apply on-line?

A. The on-line job application process will take you through five steps:

Job Application

Agency Wide Questionnaire

Supplemental Questionnaire

Confirm Application

Certify and Submit.

After completing Step #4, *Confirm Application*, you can print a copy of your application before you press *Confirm & Send Your Application*.

Q. I already applied for one job; do I need to apply again if I'm interested in another job?

A. Yes, you need to submit a complete application for each position you are interested in. Each application is evaluated and scored separately based upon the specific recruitment.

Q. Can I just submit a resume?

A. No, you may not submit a resume alone. You must fill out an application. Before submitting your application, there is a part on the application where you may cut and paste your text resume (DO NOT use HTML tags) or you may attach a resume. All blanks on the application must be filled out completely. "See Resume" responses are not acceptable and will not be processed.

Q. How often can I apply for a job?

A. You can apply for each position once during each recruitment.

Q. Is there an application deadline?

A. Yes, each job posting shows an application deadline date.

Q. What if I miss the application deadline?

A. Late applications will not be accepted. Check our website regularly and apply for new jobs as soon as they are posted to avoid missed deadlines. You can sign up to be notified of job postings you are interested in by filling out job interest cards. As soon as a job is posted that matches your interest, you will be alerted via email to check out the posting where you then can apply.

Q. How will I know what's going on with my application?

A. You may login and view the status of your application at any time. Due to the volume of applications received for each job opening, and variations in the selection process being used for each job opening, notices may go out several weeks after the recruitment closing date. Please note that it is the applicant's responsibility to provide an accurate e-mail/physical address, and to notify the Human Resources Department of a change of address.

Q. Should I call the Human Resource Office to get an update on my application?

A. The status of your application, scoring results, interview notification, testing dates and locations, or any other human resource related matter will be accessible with your login and password. Should you have any further questions and need answers on the recruitment process, please refer to the *Frequently Asked Questions* section of our website.

Q. How does the application process work?

A. Candidates must submit an employment application and a supplemental assessment (if

indicated). The applicant is responsible for submitting a complete City of Fitchburg application packet. If the application does not demonstrate that minimum employment requirements are met, the candidate will not move forward in the selection process. Additional information will not be accepted after the application deadline date.

Q. What are the minimum qualifications?

A. The City of Fitchburg has established a set of requirements for each job classification that must be met in order to be considered for employment for that job title. Applicants who do not possess the minimum qualifications will not advance in the recruitment process.

Q. What is the selection process?

A. Depending upon the recruitment you apply for, the selection process may consist of a review of the application, a supplemental assessment rating, a written examination, or other scoring mechanism, and finally, a hiring interview.

Q. What is the examination process?

A. All recruitments for the City of Fitchburg include a testing component. This may be a written examination, an oral examination, a practical examination, an assessment center, a supplemental assessment, a skills assessment, or other applicable skills measurement test. The examination process measures differences between applicants in the knowledge and skills areas needed for a job classification. Applicants are scored based upon their education, knowledge and skills relative to each particular position. This enables the department to interview and hire the most qualified applicants.

Q. What if I need an accommodation?

A. Requests for accommodation should be directed to the Human Resources Department well in advance of the testing date. Please call City Hall at 608.270.4200 and ask to speak to Human Resources.

Q. What is an eligibility list?

A. All applicants who meet the requirements for the position, including passing any associated examination process are placed on the eligibility list for that job title, typically for a six-month period.

Q. How long will my name be on the eligibility list?

A. Open eligibility lists typically remain active for six months. However, Human Resources may either cancel a list earlier than six months, or extend the use of list longer than six months.

Q. Will the eligibility list be used for other City of Fitchburg departments?

A. An eligibility list is for a specific position and department.

Q. How long does the recruitment process take?

A. Every recruitment is different. The process can take several weeks depending upon the number of applications received, and the complexity of the selection process.

Q. Will I get an interview?

A. Applicants may be contacted to schedule an interview based upon their qualifications and requirements needed for the position (for example, typing, if it is required for the position). The Human Resources Department reserves the right to call only the most qualified applicants to the hiring interview.

Q. What is the interview process?

A. Selected applicants are notified via email, phone or postal mail, and will have the opportunity to schedule their own interviews by logging in to the system. An interview panel meets with the responding candidates evaluating them through a set of questions based on job-related requirements and departmental needs, and makes a recommendation for hire. Interviews are scored.

Q. How soon will I be notified of interview results?

A. Usually about two weeks after your interview.

Q. Do I have to go through a background check prior to employment?

A. Yes, employment with the City of Fitchburg is contingent upon completion of an education/experience background investigation, and a criminal history check.

Q. Do I have to have a medical examination prior to employment?

A. For some job classifications, employment is contingent upon the results of a physical examination, and/or drug test.

Q. Is there a probation period for new employees?

A. Yes. It varies based on position.

Q. What type of employee benefits does the City of Fitchburg offer?

A. You can view information on benefits, including health and retirement, from our website. Just click on the benefits tab for the title you are interested in.

Q. Will I be considered for employment if I live out of state?

A. Yes. Please note that the City of Fitchburg does not pay for travel costs associated with interviews or examinations. Travel to our offices for examinations and interviews is at your own expense.

Q. Does the City of Fitchburg have a residency requirement?

A. For some positions, an employee must live within a certain mile radius. Any requirement of residency will be listed in the qualifications section of the job posting.