



STATE OF NEW JERSEY
CIVIL SERVICE COMMISSION

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Chair/Chief Executive Officer

TO: Appointing Authorities, Mayors, Directors of Public Safety and Fire Chiefs

FROM: Daniel Hill, Acting Director, Selection Services

DATE: December 10, 2009

SUBJECT: January, 2010 Firefighter Examination Announcement &
Consent Decree Jurisdictions

I would like to provide you with some significant information relative to the January, 2010, Firefighter announcement.

Plans are underway to issue the Firefighter Announcement which will run from January 1, 2010 thru March 31, 2010. This lengthy application-filing period, hopefully, should give your jurisdiction many opportunities to conduct its recruitment efforts. For the 2010 Firefighter announcement, the application filing fee continues to be \$35.00 and we will continue to waive the application fee for any applicant participating in a public assistance program.

We encourage you to start planning your Firefighter recruitment strategy. The goals and objectives of a successful recruitment program should look to:

- Aggressively seek candidates in your jurisdiction who meet the minimum job requirements
- Monitor and maintain continuous contact with all prospective candidates
- Maintain contact with career placement officers of all local colleges and universities

We are also working to aggressively promote the entry-level Firefighter announcement on local radio, Internet and via New Jersey's most popular newspapers, as well as, specific media outlets aimed to reach New Jersey's diverse population. As always, the Firefighter announcement will be posted on the Civil Service Commission's website: www.state.nj.us/csc. It will also be made available statewide at public libraries, the New Jersey Employment Services Offices, colleges and universities, and a host of other locations.

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It's important that you reach out to members of your community in an effort to promote the benefits of a career as a Firefighter. The Division of Selection Services has developed a Special Recruitment Guide that may help you in these efforts. To request a copy of this guide please submit your request via email to Diane Williams at diane.williams@csc.state.nj.us. In addition to the initial recruitment period, which occurs during the application period, it's equally important to maintain contact with test candidates as they prepare to take the Physical Performance portion of the testing process since oftentimes a large number of candidates "drop out" between the written test date and the performance test date.

We look forward to working with you in the upcoming Firefighter recruitment cycle.