

DRAFT OPERATIONAL PLAN

Volunteer and Combination Officers Section

Strategic Plan 2011-2018

CHALLENGE #3: RECRUITMENT

The following is a brief description of the proposed process for Challenge 3: Recruitment. This process will require recruiting a number of people utilizing the IAFC Division structure to gather data and recruitment resources. One chosen representative of each of the divisions in the US will be utilized to compile a preliminary nationwide recruitment survey touching on the three initiatives. From the preliminary results agency coordinators will be tapped to further develop the initiatives. It would be optimal to have a project lead from each state to work on the initiatives.

A preliminary survey will be created by the IAFC division representatives, preferably hosted on the IAFC website. The survey will help identify resources and project leads in each state to further utilize each initiative.

It is recommended that because of the symbiosis between recruitment and retention project personnel between Challenge 3 and Challenge 4 develop a working relationship and provide on-going summaries of resources, findings, and processes.

Initiative 3A: Develop, acquire, and provide a variety of recruitment resources to assist ESO's improve recruitment practices.

- Collect current baseline data on recruitment and diversity recruitment through the survey and recent studies.
- Utilize DHS, SAFER, NFPA, grant resources to determine results for diversity recruitment campaign based funds. Incorporate diversity funded agencies into resources to obtain best practices for diversity recruitment.
- Assess data to determine long-term versus short-term successful recruitment strategies and processes.
- Develop a recruitment resource library (3A & 3C)
- Post documents and information on the Knowledge Network site.

Initiative 3B: Utilizing the project leads, develop and make available model job descriptions for standardized fire service positions.

- Develop a list of standard position titles.

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- Develop a universal position description format.
- Obtain minimum national standards for each position through NHRA, NVFC, IAFC, IAFF, and others.
- Develop minimum position descriptions to include recommended enhancements if capable.
- Post position descriptions to the Knowledge Network.

Initiative 3C: Create a tool for ESO's to review their recruitment procedures to ensure the recruitment of a qualified and diverse workforce.

- Utilizing resources and findings identified in 3A create a list of organizational diversity and national diversity.
- Utilizing resources identified in 3A in addition to recruitment grant non-diversity obtain results and findings to compile a trend of successful recruitment.
- Develop a best practices questionnaire.
- Project leads will reach out to grant identified recruitment agencies and jurisdictionally known successful recruitment agencies and electronically or verbally administer the questionnaire.
- Analyze trends and data to determine validity.
- Develop a best practices guide and checklist.
- Develop an A-Z suggested guideline on recruitment practices learned through the research obtained.
- Post material on the Knowledge Network.