



CAREER FAIRS

RECRUITING FOR YOUR DEPARTMENT

RECRUITER TALKING POINTS

QUALIFICATIONS

- Identify the candidates current qualifications
 - CPR Cert, EMT, Paramedic, Fire Fighter 1
- Explain what the requirements are to apply to your department and why
- Discuss the hiring process and what to expect, including: testing, oral interviews and background checks

LIFE AS A FIREFIGHTER

- What to expect in a competitive and physically challenging field
- Firefighter culture – paramilitary, traditional, team oriented, etc.
- A typical day as a firefighter
- Explain your department’s rank system
- Explain salary and benefits

PREPARING FOR THE JOB

- Explain pre-employment department programs – reserves, auxiliary programs, internships, etc.
- Inform the candidate of ways to learn more about your department, such as: station visits, ride-alongs and the importance of doing more than just online research
- Find a firefighter mentor
- Social media presence should be clean and professional



CALIFORNIA FIREFIGHTER JOINT APPRENTICESHIP COMMITTEE

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PRIOR TO CAREER FAIR

Confirm event details and what will be provided

- Indoor/Outdoor
- Tent
- Table/Chairs
- Electricity
- Parking
- Ability to display apparatus
- Event style
- Expected Attendance

WHAT TO BRING

- (Outdoor) Tent/Table/Chairs
- Department Table Cloth
- Table Display and Signage
- Department Brochures
- Give-Away Items
- Audio Visuals (if possible)
- Extension Cord
- Business Cards
- Candidate Interest Cards
- Sample Work Schedule
- Preferably 2 people (this allows breaks)
- Water and Snacks

RESOURCES PROVIDED BY CAL-JAC (free of charge)

All items must be ordered in advance from cffjac.org

- **“DO YOU HAVE WHAT IT TAKES?” BROCHURE**
Explains the importance of a clean lifestyle, physical fitness, testing, and EMT/Paramedic (Ideal for high school students/new to fire)
- **“IF YOU CAN DO THIS...” BROCHURE**
Targets women, makes connections between athleticism and firefighting
- **FCTC CANDIDATE BROCHURE**
Explains the Written Test & CPAT, the Statewide Eligibility List, and test preparation
- **CAL-JAC VETERANS FLYER**

CAREER FAIR ETIQUETTE

- Arrive at scheduled set up time
- Stay until scheduled end time
- If allowed, stand in front of the table and encourage people to come to your booth
- Take the opportunity to network with other exhibitors
 - Community Based Organizations – services they offer may help prepare candidates for your department
 - Job Centers – they are often willing to post your department’s hiring announcement
 - Networking with other recruiters is a good way to find out about additional upcoming fairs

