

BULLETIN

HOUSTON FIRE DEPARTMENT

OFFICE OF THE FIRE CHIEF
STATION OFFICER:

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JUNE 12, 2008

BULLETIN NO: 31

TO: ALL OFFICER AND MEMBERS

SUBJECT: NEW PROCEDURE FOR SIGNING UP FOR CLASSIFIED PROMOTIONAL EXAMINATIONS

Starting with the upcoming Captain's promotion examination, the sign-up procedure for classified promotion examinations will no longer be accomplished by going to 611 Walker to physically sign up. The new process to sign up for classified promotion examinations will be accomplished electronically, using a website called NEOGOV. The City already uses NEOGOV for citizens and municipal employees to apply for job postings and promotions throughout the city.

NEOGOVS requires first-time applicants to complete an on-line application and to answer some supplemental questions. Once you have completed your application it will be permanently stored in NEOGOV and can be edited, updated, and used to apply for other announcements.

You do not have to wait for a promotional examination announcement to create an account on NEOGOV. You can do this in advance, at any time. After you create an account and complete an application, you can edit the information as often as you like. Be sure to remember your username and password for future reference.

You must electronically apply for the Captain's Promotional Examination by 4:30 p.m., Friday, July 11, 2008. The examination will be administered at 9:00 a.m. on Thursday, September 18, 2008, at the George Brown Convention Center , Exhibit Hall A3.

To apply for the HFD Captain's Promotional Examination:

1. Go to www.houstontx.gov/fire
 - a) Near the top left of the home page click on the yellow drop down box that says "I want to", then click "apply for a job"
 - b) Next you will see a box on the left that says "Promotional Opportunities", Click it to take you to all of the promotion job postings, listed in alphabetical order.
 - c) Scroll down and click on "Captain".

- d) Scroll down slightly & on the right of this page click **“Apply”**. This will bring up the application guide. You will be prompted to **create a username & password**.
- e) Follow the directions as you complete the application. NEOGOV will prompt you if it needs additional information or if you do not complete a required field.

Because you are applying for a promotional examination and not a job posting, under the “Job History” section, you only have to list your positions since being assigned to HFD, e.g. Firefighter, E/O, etc... and you do not need to list the details of each position. You do not have to submit a resume. You will have to answer the questions as prompted by NEOGOV as you go through the application. Be sure to answer all the “Supplemental Questions” when prompted to do so. It will be helpful if you know your date of hire and dates of promotions before you log onto NEOGOV.

Many of the fields in NEOGOV are required fields. If you do not provide information in a required field NEOGOV will return you to that area of the application and tell you to provide information in the required fields. In many cases you can write “none” or “N/A” in the required field(s) and NEOGOV will accept that or you can select an option not to answer some of the required field(s). This option is not available for all fields.

Finish the application and press “Submit”, if the process was completed successfully, NEOGOV will send an “Acknowledgement of Receipt” within a few minutes to your email address. Print that document and bring it with you to the testing site on the day of the examination. If you do not receive an “Acknowledgement of Receipt”, you did not successfully complete your application. You must return to the application and complete all portions as prompted by NEOGOV. If you do not successfully apply, you will not be allowed to take the examination.

HFD Human Resources personnel will be standing by to assist you if you have any difficulties logging on to NEOGOV or completing your application.

Please contact them in this order:

(1) Leigha Henn @ 713/495-7968

(2) John Brown @ 713/495-7961

(3) Regina Moffett @ 713/495-7969

(4) Becky Torres @ 713/495-7939

(5) Jacque Ray @ 713/495-7964

(6) Mina Kennison, @ 713/495-7934

(7) Paul Prado @ 713/495-7963

Phil Boriskie
Fire Chief