

Firefighter Recruitment 2021 FAQ -

1. What can I expect during the recruitment process:
 - Please refer to Steps in Hiring Process
<https://jobs.mississauga.ca/content/Firefighter-hiring-process/>
2. What are the hours of work for this position?
 - 24 hour shifts
 - 08:00 – 08:00
 - 42 hours/week
 - Rotating shift schedule
3. In which location will I be working?
 - There are 21 fire stations in Mississauga
4. Are there shifts during nights and weekends or holidays to which I will be assigned?
 - Yes, firefighters work 24 hours/day, 365 days/year
5. What if I don't have my DZ license at the time of application?
 - You will have up to the start date of employment to obtain your DZ license.
 - Typically you will need it at the time of onboarding and you will be required to upload it during the onboarding steps.
6. What are the NFPA courses or certifications that are required to apply?
 - NFPA 1001 Level I and II
 - NFPA 472 or NFPA 1072 Awareness and Operations
7. What benefits are offered in this position if I am successful?
 - MFES offers an excellent extended benefits package
 - Details will be provided at the conditional employment offer stage
 - Benefits at a glance are below
 - Prescription Drugs
 - Vision Care and Eye Exams
 - Out of Province Emergency Medical
 - Private Duty Nursing
 - Hospital
 - Orthopedic Shoes and Orthotics
 - Psychologist
 - Paramedical
 - Life Insurance
 - Accidental Death & Dismemberment Insurance
 - Sick Leave
 - Long Term Disability

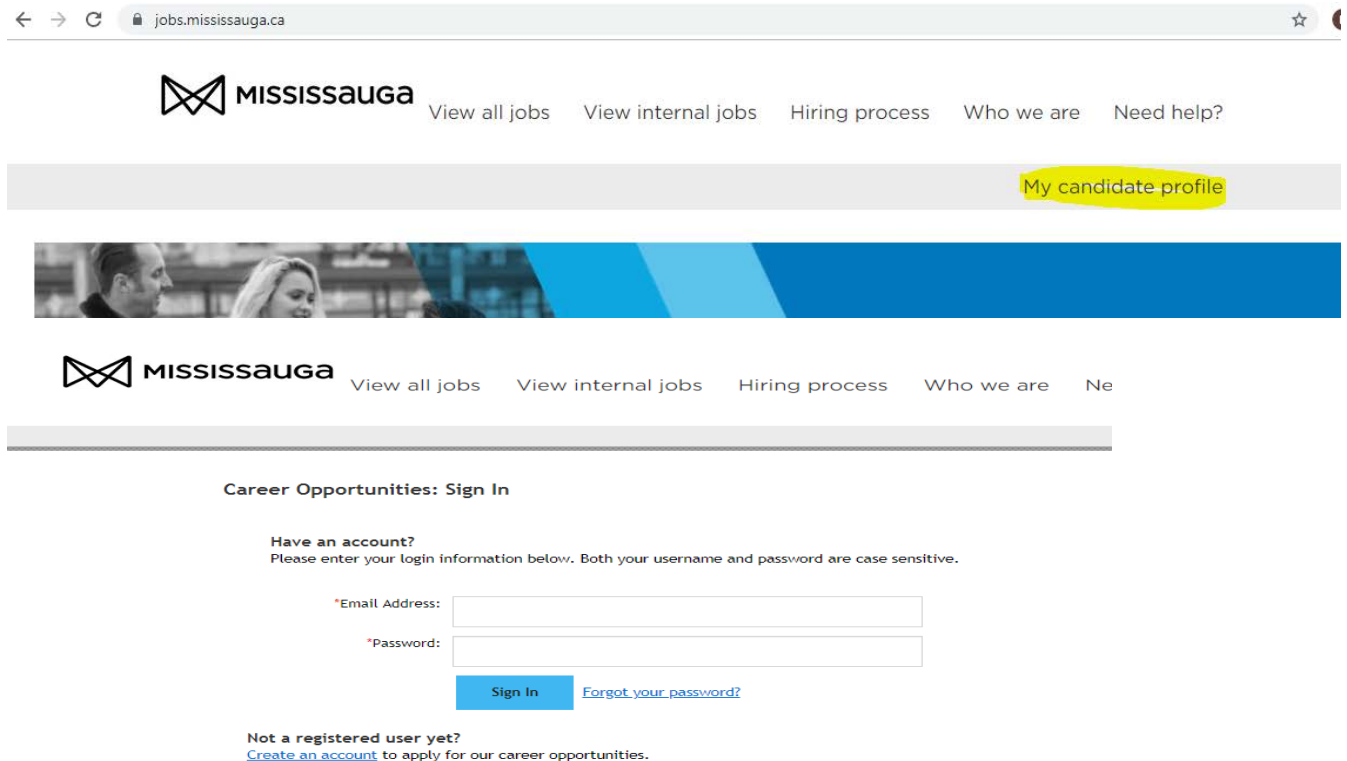
8. Are there any assessments / tests that I need to undergo?
 - Practical, behavioural and swimming tests are all components of the recruitment process.
9. I don't have the education or credentials required for this position but I have direct related experience. Will I be still considered if I don't meet the minimum requirements?
 - You are required to meet the minimum requirements
10. Is proof of community involvement or volunteering experience required to be submitted?
 - This is a preferred qualification or skill that is beneficial to your application
11. How many interviews will there be?
 - Please refer to Steps in Hiring Process
<https://jobs.mississauga.ca/content/Firefighter-hiring-process/>
 - Virtual or face to face interview process depending on COVID- 19 related advisory and restrictions
 - One or several interviews may take place with the Hiring Manager and/or Human Resources, or both. Interviews will be based on job-related criteria, and will be conducted in a manner which is fair and consistent.
12. Can I update my qualifications throughout the process? How?
 - You can update your candidate profile and resume anytime on success factors. Log into your account in success factors and make the necessary updates.
 - However the job application for firefighter job once submitted cannot be updated or edited during the recruitment process in success factors.
13. What are some health and safety hazards associated with being a fire fighter?
 - Hazards typically fall into one of six general categories as listed below. For more information on the hazard categories, prevention, or how to work safely, please follow the link:
[CCOHS - OHS Fact Sheet - Firefighter](#)
14. How do I reset my password?
 - To reset your password, click My Candidate Profile tab at the top right of the page and you will be directed to the sign-in page. Click the Forgot your password link beside the sign-in button and enter your email address. Check your email for further instructions to reset your password.
15. I haven't received the reset password email?
 - If, after requesting a reset of your password, you don't receive a password reset email, do the following:
 - Check the Spam or Junk Mail folder. If the email isn't there, clear your internet Browser's cache and cookies and try resetting the password again
 - Search for an email with the title "Reset your password". Wait five minutes for the password reset email to arrive. Check your other email accounts, if any, for a password reset email

16. Do I need to sign-in to search for and review jobs?

- No, you do not need to log in to view jobs on the career site. However, you will need to sign-in to apply for jobs.


17. How do I create my Candidate Profile in success factors?

- To create an online profile, click **My Candidate Profile** at the top right side of the page.




The screenshot shows the Mississauga Career Opportunities Sign In page. At the top, there is a navigation bar with the Mississauga logo and links for 'View all jobs', 'View internal jobs', 'Hiring process', 'Who we are', and 'Need help?'. Below this, a yellow box highlights the 'My candidate profile' link. The main content area is titled 'Career Opportunities: Sign In'. It contains a section for users with an account, asking them to enter their login information. There are input fields for 'Email Address' and 'Password', both marked with an asterisk. Below these fields are two buttons: 'Sign In' and 'Forgot your password?'. At the bottom, there is a section for users who are not registered yet, with a link to 'Create an account'.

← → ↻ jobs.mississauga.ca ☆

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[My candidate profile](#)

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Career Opportunities: Sign In

Have an account?
Please enter your login information below. Both your username and password are case sensitive.

*Email Address:

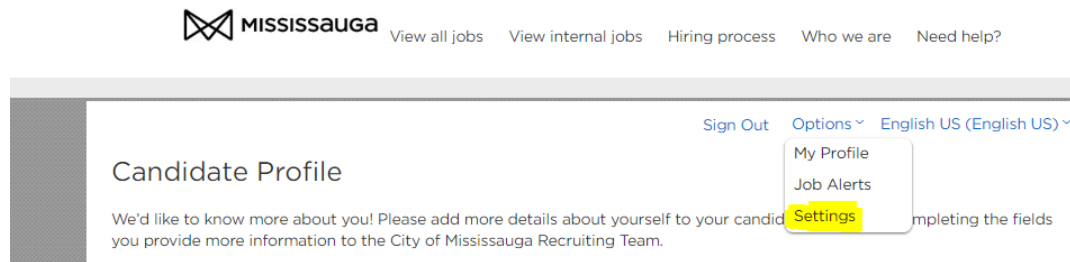
*Password:

[Sign In](#) [Forgot your password?](#)

Not a registered user yet?
[Create an account](#) to apply for our career opportunities.

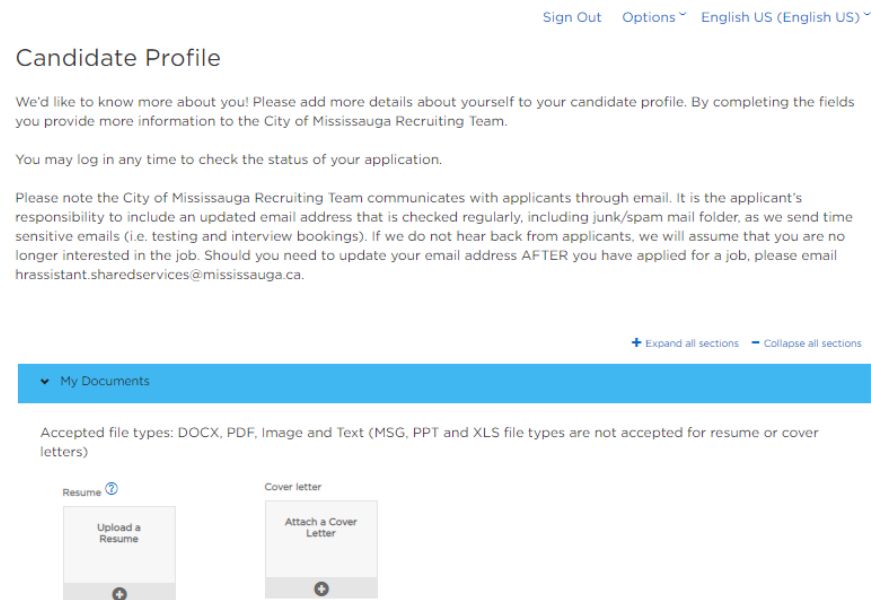
18. How do I change my password in?

To change your password, sign-in to your **Candidate Profile**, click **Options** and select **Settings** from the drop down menu. Enter new password and select **Change Password** button on the bottom left.



19. How do I update my Candidate Profile, including my resume?

To update your online profile, sign-in to your **Candidate Profile** and expand the sections where you can make updates to your personal information and/or resume. When finished, simply click Save at the bottom.





Settings

▼ Password

Password must be at least 2 characters long. Password must not be longer than 18 characters. Password must not contain space or unicode characters.

Searching and applying for the job

20. How do I search for a job?

To search for a job, click the Search Jobs button. .

[Home](#) | at City of Mississauga

Search results for "".

Search by Keyword

21. How do I apply for the job?

To apply for the job, click on the job posting and select the **Apply Now** button on the top right of the page and select **Apply Now** from the drop down menu. You will be prompted to sign-in to your **Candidate Profile**, if you have not already done so.

Review and/or edit the details of your Candidate Profile, ensuring your email address and phone numbers are up to date. Complete the **Job-Specific Information** section to complete the application questions and click the **Apply** button at the bottom right of the page. You can save your application and return to it at a later time by clicking the **Save** button at the bottom right of the page.

Share this Job 

Apply now ▾

22. How will I be contacted if I am selected for an interview?

We communicate with applicants through email. It is your responsibility to include an email address that is checked regularly, including junk/spam mail folder, as we send time sensitive emails (i.e. testing and interview bookings). If we do not hear back, we will assume that you are no longer interested in the job.

23. Can I edit my application after I submitted it?

No, you are not able to edit your profile information or screening questions after you have submitted your application.

24. Something has changed on my application after I submitted my application. How do I update?

If your resume, cover letter, phone number or your email address has changed after you have submitted your application it is your responsibility to make the necessary changes on your Candidate Profile AND contact firefighter.recruitment@mississauga.ca who will update your contact information on your application(s). Please note that if we send testing/interviewing invitations or offer letters and do not hear back from you we will assume that you are no longer interested in the job.

25. How do I view the status of my application?

To view the status of your application, sign-in to your **Candidate Profile** and expand the **Jobs Applied** section. The Jobs Applied section will display all positions you have applied to, along with the status of each one.

Steps:

1. Go to jobs.mississauga.ca
2. Click on “My Candidate Profile” on top right
3. Login to your account
4. Under Candidate Profile page expand the Jobs Applied Section

[Sign Out](#) [Options](#) [English US \(English US\)](#)

Candidate Profile

We'd like to know more about you! Please add more details about yourself to your candidate profile. By completing the fields you provide more information to the City of Mississauga Recruiting Team.

You may log in any time to check the status of your application.

Please note the City of Mississauga Recruiting Team communicates with applicants through email. It is the applicant's responsibility to include an updated email address that is checked regularly, including junk/spam mail folder, as we send time sensitive emails (i.e. testing and interview bookings). If we do not hear back from applicants, we will assume that you are no longer interested in the job. Should you need to update your email address AFTER you have applied for a job, please email hrassistant.shareservices@mississauga.ca.

[+ Expand all sections](#) [- Collapse all sections](#)

➤ My Documents

➤ Profile Information

➤ Search Options and Privacy

▼ **Jobs Applied**

You have not applied for a Job