

Job selection

Business



Selection Method FEMA seeks to be a choice of employment of the best talent. People are key in any organization's success and as such, selection method at FEMA is designed to identify which among the prospective applicants has the necessary skill, ability and attitude that could best fulfill the requirements of an Information Technology Specialist and the general objectives of FEMA as an organization.

The selection process involves;

Position announcement

FEMA shall announce the availability of an Information Technology Specialist in areas where there a significant concentration of qualified IT personnel. In addition to announcing the opening of the jobs in major newspaper and online job services, FEMA will also post such job opening at the universities to cater to students who are about to finish their Master's degree whom FEMA could entice to join the organization.

Acceptance of application

All application shall be collected and forwarded to the Human Resource for initial screening.

Application screening

The job requires of an Information Technology Specialist requires an aptitude for Information Technology, and as such applicants without a background in Information Technology shall be given least preference. Applicants with Master's degree in Information Technology or a security certification shall be given priority.

Examination

The function of an Information Technology Specialist requires a high aptitude in computer and programming and it is critical that those skills should be

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present among the possible candidates. A test that determines a candidate's competency in computer shall be administered in stages until the applicant's skill and knowledge in computer is established.

Interview

Applicants who passed the examination shall be evaluated further in an interview. Experience, attitude and other characteristics that contributes to an ideal job performance shall be evaluated during the interview.

Background checking

The informations that the candidate provided shall be evaluated for accuracy. This is necessary because FEMA involves national security and it is imperative to determine that the candidate is exactly what he or she said she is.

In addition, the candidate must be able to submit a Secret security clearance and passed the drug testing.

Job offer

When the candidate's background checking is complete, able to submit a Secret security clearance and passed the drug test, a formal job offer shall be made to the candidate.