# NATIONAL TESTING NETWORK
# What to Expect from Your Signup with NTN

**You Have Decided – Now What?**

Once you make your decision to post your job on National Testing Network, your department will be assigned a Client Services Representative.  Your CSR will send you the signup paperwork and contact you regarding your posting and specific requirements for your process.  Below is a brief outline of the initial phases of NTN Posting.

- Signup paperwork sent to department.
- Department submits NTN signup form and job posting template.
- NTN builds job posting for department review (generally takes about 2 days).
- NTN sends job posting for review and final revisions from department.
- Your CSR will work with you on when you want the posting to open.
- NTN sends the Job Announcement email to candidates and you are sent the Welcome Packet of information and recruiter cards.
- You will be issued a username and password for login access to the NTN scoring system.
- Your CSR rep will schedule a 15-20 minute call with the department to go over the scoring site.
- Testing will progress during your open job posting.
- For continuous testing, the department can pull a list anytime or work with your CSR to update the job posting to announce dates the department will pull your list.
- For postings with closing dates, your CSR rep will confirm that all results have been uploaded to the NTN system (generally within 3 business days of the closing date).
- Your CSR rep will work with you to determine if the department wants the posting to stay in a building eligibility list phase or close and show as dormant on the system.
- NTN offers additional screening and score reporting services.

**NTN Signup Paperwork**

Once you make the initial decision to utilize NTN for your public safety hiring, you will be assigned a dedicated CSR and you will be sent the NTN signup paperwork.  The paperwork consists of the Signup Form, the Signup Template, sample verbiage for your website and the CPAT agreement for fire departments requiring CPAT.  The Signup Form is just the scope of services NTN will provide and has space for your department to list the authorized contacts on the account.  NTN will not release logins or discuss test scores with anyone you have not authorized.  The 2nd form is the job requirements template. This is the information needed on each job you will be posting with NTN.  The 3rd form is sample verbiage for your department website job posting with a link to the NTN home page.  It is important to have the link on all job postings and announcements so that candidates will know where to go for testing.  The last form is for departments using NTN for CPAT.  If your fire department requires CPAT, the department must have an IAFF license and we need a CPAT certification letter signed by the department for compliance with IAFF standards.

**Signup Paperwork Submittal**

We find this is the longest step in the NTN setup process.  Once we send you the paperwork, NTN needs the information on your job posting(s).  We can work with you to send you samples from existing postings to use as templates or you can simply fill out the template and email it back to us.

## NTN Posting Build

Once we review the Signup paperwork, it takes NTN about 2 business days to build the posting on the NTN website. During the build phase, the posting will be dormant, but visible on the website. Candidates will not be able to select the job posting at this time. When the posting is completed, we will email a copy to you for final review, revisions and approval.

## NTN Posting Open

As soon as we receive your approval or on your specific opening date, NTN will launch the job posting on the NTN website. At this time, we will send out an email to our candidate database letting them know of the new job opportunity. Your job posting will carry a NEW banner for the first 30 days. The department will be sent a Welcome Packet with FAQs and other NTN information. In addition, you will receive a supply of recruiter cards. These can be given to candidates to direct them to NTN for signup and testing information.

## NTN Username and Password

Once your job posting launches, you will be issued the department username and password for login to the NTN scoring system. Once you have collected results for several candidates, your CSR wills schedule a brief phone call (15-20 minutes) to walk you through the scoring site and features available on the system.

## Job Posting Options

There are several options for your job postings, your CSR will work with you to determine which posting type is right for you.

- **Open and Continuous** - NTN was designed and works most effectively with open and continuous postings. This means that your job postings remain open and the department can pull a list anytime when needed.
- **Open/Close** - An Open/Close posting has a firm opening and closing date. The posting will close and remain dormant on the system until reopened by the department. You can work with your CSR to have NTN open and close your posting as needed. Most departments like to have the posting remain dormant on the system because candidates are able to see the most recent postings and it cuts down candidate calls to the department.
- **Combination** – A combination posting is a meld of the two posting types above. The department lists a firm closing date of when all results need to be submitted, but after that date, the posting is updated to reflect that the department is building an ongoing eligibility or interest list. Candidates can test and submit scores to the posting at any time. When the department goes back into an open recruitment cycle, you work with your CSR to update closing dates for the new open recruitment.

## Closing Dates and Results

Your department has access to your rosters at any time. The department can login and view the lists during your recruitment cycle and see how many candidates are on the list, how many are scheduled and even when they are scheduled. Once your open job posting closes, your CSR will confirm with NTN Reporting that all results have been uploaded to the system (within 3 business days of closing). When this has been confirmed, you may download your final list. Your CSR may also send the final list to the authorized contact.

**NTN Additional Scoring Services**

One of the benefits of NTN is our additional scoring services available. NTN can help you screen your list for certification information collected on the NTN registration, veteran status and other criteria. We offer assistance in alternate scoring options, banding and other data services. Contact your CSR for more information. *Some special reporting and scoring services may be subject to additional fees.*

**National Testing Network Client Services**
425-774-5700

**Tianna DeCoteau**
**Client Services Manager**
**tiannad@ergometrics.org**

Kara Swank
Client Services Representative
karas@ergometrics.org

Kasey Andrews
Client Services Representative
kaseya@ergometrics.org