

Sample Recruitment Letter

The following is a sample recruitment letter written by Noel Livingston, IC of PNW3. This is an example of how recruitment and retention of team members might be undertaken. This letter is used here with his permission.

Afternoon folks. PNWCG and the Geoboard have selected the ICs for 2019 so the team application process is now open. I'm in for another round as IC, Keith and Ed have both stepped up again to cover the Deputy IC role in a shared capacity, and Randy Johnson will be in the IC training slot. This last year you all again practiced the professionalism and leadership we as a team strive for – it was an honor to work with you.

I hope you will all again apply to Team 3 in whichever capacity best meets your availability, personally and professionally. You have made PNW3 what it is and we all know the tools and support Team 3 is able to bring to an incident will be needed more than ever in the future. If you will be able to commit to most if not all of the fire year please apply to a primary position. If you can make an assignment or two, consider apply to a shared role, and if you would be willing to step up once next year or aren't sure when you might be available, consider applying as an alternate. We also have 6 primary and up to 9 regional trainee positions we can carry so if you've got a taskbook, throw you name in as trainee.

Similar to last year we plan to manage a “vibrant” alternate list of folks who I view as members of PNW3. That strategy worked to our benefit and I don't believe we left anyone at home that wasn't willing and able to make an assignment when we got the call. C&G, please forward this note to your alternate lists. Likewise I ask you all to think of others you know and/or work with that would make good members of the team. Encourage them to apply in either qualified or trainee roles – the future of our team depends on our success bringing on new team members.

Thank you for all you do – hope to see your applications soon.



Noel Livingston