



CITY OF CAMBRIDGE

CITY HALL, CAMBRIDGE, MASSACHUSETTS 02139

TEL: 349-4332

FAX: 349-4312

OFFICE OF AFFIRMATIVE ACTION

WILLIAM A. GOMES

Director

TO: Robert W. Healy
City Manager

FROM: William A. Gomes *was*
Director Affirmative Action

RE: Up Coming Firefighters Examination Recruitment Efforts

DATE: November 22, 1995

As of August 8, 1995 the following recruitment efforts have occurred to raise the level of consciousness of City residents to the upcoming entry level Firefighters examination to be held on April 27, 1996 with a last filing date of January 26, 1996.

The following have occurred:

Mass Mailing

- 975 minority employees (male/female) have been notified through a mass mailing recruitment effort.
- Advertisement continues on Cable T.V. and will be ongoing until the last filing date of January 26, 1996 - Examination Notice.
- All the Black churches, Cambridge, Boston, and surrounding areas have received notification of the exam accompanied with a recruitment letter from the City Manager, Fire Chief, and Director Affirmative Action.
- A special notice sent to present minority Firefighters requesting their assistance in seeking out candidates for the exam.
- Bill's sent to City residents; ie Water, Excise Tax, etc. notification of Exam with necessary information are noted on the bills.
- Special notices sent to all Union Presidents regarding the exam, also requesting their assistance in recruitment.
- Affirmative Action mailing list for recruitment 130 agencies notified.

- Local business establishments within the City of Cambridge, posters were placed (80).
- Recruitment was done at Cambridge Rindge and Latin High School, with the assistance of Ms. Carol Gentile.
- Displayed recruitment signs on Western Avenue, City Hall lawn and Lincoln Square.
- Applications are available at all Fire Stations and Personnel Department at City Hall.

Lastly,

On or about April 7-12, 1996 The City Affirmative Action office in conjunction with Staff of Department of Personnel Administration Office will conduct mock testing seminars to prepare Cambridge residents for the examination to be held on April 27, 1996.

A special thanks to Chief Kevin Fitzgerald and Firefighter Craig Yearwood and City's Personnel staff for assisting in the recruitment effort.

If further clarification is needed please feel free to contact me.

cc. Michael P. Gardner
Personnel Director

Chief Kevin Fitzgerald

Firefighter Craig Yearwood



CITY OF CAMBRIDGE
CAMBRIDGE, MASSACHUSETTS 02139

TEL 349-4300
EX 349-4307

EXEC
RC

RIC
Dep

To be

indexed

Dec 8, 1995

December 8, 1995

To The Honorable, The City Council:

Please find attached for your information, a communication received from Affirmative Action Director William Gomes regarding recruitment efforts for the upcoming firefighters examination to be held on April 27, 1996.

Very truly yours,

Robert W. Healy
City Manager

RWH/mec
attachment

S-390

1995



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TEL 349-4300
FAX 349-4307

EXECUTIVE DEPARTMENT
ROBERT W. HEALY
City Manager

RICHARD C. ROSSI
Deputy City Manager

December 8, 1995

To The Honorable, The City Council:

Please find attached for your information, a communication received from Affirmative Action Director William Gomes regarding recruitment efforts for the upcoming firefighters examination to be held on April 27, 1996.

Very truly yours,

A handwritten signature in dark ink, appearing to read "R. Healy", is written over a horizontal line.

Robert W. Healy
City Manager

RWH/mec
attachment

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