



## Candidate Selection Form

With the guidance of the Recruitment Policy and expectations noted in the approved Request to Fill, the candidate below has been identified to fill the need listed below for the City of Watertown.

POSITION TITLE Chief of Fire and Emergency Management DEPARTMENT Fire # OF APPLICANTS: 10

FT ☒ PT ☐ SALARY ☒ HOURLY ☐ Days Posted: 16 Incumbent: Travis Teesch

☐ NEW POSITION ☒ REPLACEMENT OPENING FINANCE COMMITTEE APPROVAL REQUIRED: ☒ Y / ☐ N  
(See Recruitment Policy)

Reason for Opening:

Vacancy when the current chief relocated for another position.

Justification for fill:

To support the emergency services in Watertown and local aid community.

Top Candidate Name: Tanya Reynen Recommended Grade/Step/\$ T4

Qualifications:

Meets position requirements, involved in development of local services, experienced FD leader.

First Alternate Name: Review pooled applicants/Repost Recommended Grade/Step/\$ \_\_\_\_\_

Qualifications:

Not identified by the PFC

Second Alternate Name: \_\_\_\_\_ Recommended Grade/Step/\$ \_\_\_\_\_

Qualifications:

Comments:

Supervisor Signature/Date

Department Head Signature/Date

### Human Resources

- ☒ References Completed
- ☒ Background Check Completed
- ☒ Permission for Screening Received
- ☒ Grade, Step, and Years of Service
- ☒ Contingent Offer Drafted

HR Signature \_\_\_\_\_ Date \_\_\_\_\_

Finance Director Signature \_\_\_\_\_ Date \_\_\_\_\_

Mayor Signature \_\_\_\_\_ Date \_\_\_\_\_

### Final Approval

Grade \_\_\_\_ Step \_\_\_\_ Vacation \_\_\_\_

Finance Committee (as required) \_\_\_\_

Effective Date: \_\_\_\_\_