


Building Inspector Academy Hiring Process

Hiring Process Overview

What can I expect during the hiring process?

The Building Inspector Academy hiring process is robust, engaging, and designed to help applicants understand the role of **Building Inspector 1**. Each step serves a clear purpose in identifying and preparing candidates for success.

 To learn more about the Academy, visit:

<https://www.cincinnati-oh.gov/buildings/recruitment-career-opportunities/>

Step-by-Step Process

1. Job Posting & Application

- **Start:** Early Spring
- **Duration:** ~4 months
- Apply online when posted.

2. Application Screening

- **Minimum Qualifications:**
 - High School Diploma or GED
 - Valid Driver's License
- **Review Duration:** ~2 weeks

3. Online Skills-Based Assessment

- Qualified applicants receive a link to complete a timed assessment.
- **Duration to complete:** ~3 days

4. Eligibility List

- Scores determine rankings; approved by Civil Service Commission.
- **Duration:** ~4 weeks

5. Referral to Hiring Team

- Top **25%** of candidates are referred to the **Building & Inspections Department**.

6. Interviews

- **In-person** interview (~1 hour)
- **Interview Duration:** ~3–4 weeks

7. Contingent Offers & Pre-Hire Activities


Includes:

- Medical Exam & Drug Screen
- Background Check
- Civil Service Commission Approval
- Employment Eligibility Verification
- **Duration:** ~3–4 weeks

8. Final Offer Letter

- Successful applicants receive a **final offer** to join the **City of Cincinnati's Building & Inspections team**.

 **Total Timeline: *Approximately 10 Months***

 **Prepare. Learn. Build the Future.**

Join a team dedicated to building safety, service, and excellence.