

## **Correctional Officer Application/Selection Process Overview**

The following information is designed to take you through the correctional officer selection process – from start to finish. This information should answer many of your questions and will enable you to better prepare yourself to meet the requirements of the position. You should remove this information from your application materials and retain it for reference throughout the process.

### **STEP 1: Submitting the Application Materials**

It is very important to follow the instructions provided with the application materials. Applications that are incomplete will not be considered. Some of the most common errors include failure to provide complete mailing addresses and phone numbers for current and previous employers; providing employment information for the past ten years, if applicable; and providing at least three references the Department may contact. If you have a limited work history, have been employed with the same company for many years, or are self-employed, you will want to provide the Department with the mailing address and phone number of some personal or professional references. Simply put this information on a separate piece of paper and attach it to your application.

### **STEP 2: Multiple Choice Test**

Once your application has been processed and it has been determined that you are eligible for the correctional officer position, you will receive an invitation to take the written test. The mailing inviting you to test will include a study guide. The test takes one hour and consists of 55 multiple-choice questions. The test is designed to evaluate your reading comprehension, judgement and evaluation skills. A score of 70% or higher is required to pass the test. Should you not receive a passing score you will be encouraged to reapply for subsequent training classes. If you pass the test you will receive an interview the very same day.

### **STEP 3: Interview**

The interview will be conducted by a three member panel asking questions used to evaluate your understanding, commitment, ability and readiness for the position. You will receive a copy of the position description with the mailing inviting you to the interview. You should review the position description prior to your arrival. Your interview panel will have at least one Supervising Officer and a Correctional Sergeant as a member and this will be an excellent opportunity to ask any job specific questions you may have.

### **STEP 4: Selection Panel**

A selection panel consisting of three departmental managers review the files of all applicants who pass the test and interview. The files include employment history, references, background check, and interview results. This information is considered in order to determine which applicants are most qualified. You will receive a mailing whether you are selected or not. Those selected will be scheduled for a medical examination and physical fitness test.

### **STEP 5: Medical Examination**

Medical examinations are arranged and paid for by the Department. However, applicants who do not meet the standards will be referred to their personal physician and the applicant will incur the expense of the referral. The medical standards and examination are based on the capability of the applicant to perform the essential functions of the correctional officer position. The examination will take approximately one hour. More specific instructions and some forms to complete prior to the appointment will be included in the mailing inviting you to the medical examination. If you pass your medical examination you will be scheduled for your physical fitness test the very next morning at the Corrections Training Center in Oshkosh. Overnight lodging is available right next to the Training Center and is paid for by the Department.

**STEP 6: Physical Fitness Testing**

The fitness test consists of three events – pushups, sit-ups, and 1.5 mile run, that must be successfully completed within a one-hour test period. If you fail any portion of the test you will be scheduled for a retest and must pass all three events during the retest for hiring consideration. You will be tested not only on the number of repetitions, but also proper performance of the pushups and sit-ups. The standards are as follows:

AGE	PUSH UPS	SIT-UPS	1.5 MILE RUN
18 – 29	25	35	15:30
30 – 39	23	30	16:30
40 – 49	17	23	17:30
50+	12	19	18:30

**Push Ups**

- a. Hands on floor, palms down, fingers straight, arms and back straight.  
Men: Feet together on the floor.  
Women: Knees together on the floor.
- b. Bending only your elbows, lower body toward the floor creating a 90 degree bend in your elbows, while keeping body straight.
- c. Push your body up by straightening your elbows, while keeping your body straight.
- d. This is one repetition.
- e. Pushups must be performed with a continuous motion, no stopping or resting between repetitions.

**Sit-Ups**

- a. Laying flat on the floor, legs bent at the knee, feet together.
- b. Feet flat on the floor, arms across your chest, or arms straight at side (3 or 4 inches off the floor and away from body)
- c. Feet are held securely by another trainee.
- d. Slowly ascend your upper body forward until you are sitting upright. You may not use your arms to create motion or grab your thighs to pull yourself up.
- e. Ascend as far forward as physically possible. If your arms cross your chest, you must raise the elbows above your knees. Each time you ascend to the upright position is one repetition.
- f. Slowly descend your upper body until you are lying flat touching your shoulder blades on the floor.
- g. Bent knee sit-ups must be performed with continuous motion, no stopping or resting between repetitions.

**1.5 Mile Run**

- a. Run or jog 1.5 miles.
- b. Time for this activity is based upon your individual physical fitness standard.

**STEP 7: Certification**

All applicants who pass the physical fitness test receive a numerical ranking and are placed on the employment register. The ranking is based upon the multiple choice test and interview results and the register will include requested preference areas. Top applicants are then contacted when vacancies occur and scheduled for preservice training. It is possible that applicants will be contacted to fill vacancies in areas other than those requested.

**STEP 8: Correctional Officer Preservice Training**

The Corrections Training Center is in Oshkosh on the campus of the UW-Oshkosh. You must successfully complete the required seven-week training program before beginning work in an institution. This is paid training and the starting wage for the position of correctional officer is currently **\$14.89**. Training is normally Monday through Friday from 8:00 a.m. to

4:30 p.m. The program involves five weeks of training at the Corrections Training Center and two weeks of on-the-job training at a correctional institution.

The Department of Corrections provides lodging (Monday through Thursday night) and meals during the training week if your residence is more than 15 miles from the training site. If your residence is less than 15 miles away your lunch will be provided. Homework assignments and evening activities will be required during the preservice training program.

### ***WHY DID I NOT GET SELECTED FOR THIS POSITION?***

The reason many applicants are not selected for the position of Correctional Officer can often be attributed to either of the following:

- Failure to disclose a past conviction on the Arrest and Conviction Record form (DOC-1244)
- Lack of employment reference information

**Arrest & Conviction Record:** Once an application is received, a criminal background check is completed. Applicants are automatically deemed “not eligible” if any conviction appears on the criminal background check that was not disclosed. **This includes all adult fines and/or convictions regardless of how many years have elapsed.**

**Employment References:** Due to the sensitive job requirements of this position, the Department of Corrections has placed special emphasis in evaluating past work history and performance of applicants. With the large volume of applicants interested in this position it is incumbent that applicants accept the burden of encouraging employers to respond to any inquiries from the Department. Here are some helpful hints:

- Verify that the mailing addresses and phone numbers are accurate on the application
- Contact employers and inform them that if they are contacted to please respond to our request
- Go the employer and complete a “release authorization” if they require one
- Encourage supervisors to provide you with a recommendation that can be attached to your application materials
- Include volunteer work references; internships; and military