



# Ohio Department of Rehabilitation and Correction

## CORRECTION OFFICER SELECTION PROCESS

The Department of Rehabilitation and Correction has Correction Officer openings available for career oriented individuals interested in the professional field of corrections. Correction Officers make up the largest group of employees and provide services including supervision of inmates in living, dining and work areas as well as transportation of inmates. Corrections officers are assigned to one of three shifts, and have two consecutive days off each week.

### How to Apply

Applications are only accepted on-line.

To apply on-line:

- Go to [www.careers.ohio.gov](http://www.careers.ohio.gov)
- Under job title, select "Correction Officer"
- Create a profile (step by step instructions are provided on the website)
- Within the job posting, select "Apply," this will take you step-by-step through the application process

**\*\*Submit only one application\*\***

### I've Applied. What Happens Next?

Once your application is received and you have passed the minimum qualifications screening, you will receive an e-mail with instructions on self-scheduling your assessment test.

Your application will remain active for six (6) months. If you fail to schedule yourself for assessment within that time frame or fail to report for your scheduled assessment, you must wait 6 months from your application date before you are eligible to submit another application. If you fail the assessment test, you must also wait 6 months from your assessment date before reapplying.

### How will I be notified of upcoming assessments, interviews, etc?

All notifications for assessments are done via e-mail. Institutions use various means of notifications. It is important to keep all contact information up-to-date in your profile.

### Assessment

- The Correction Officer Assessment will begin promptly on the date and time you self-scheduled.
- Your day of assessment contains these components in the following order:
  - Welcome
  - Written Assessment (Reading Comprehension and Basic Math)
  - Fingerprints
  - Background Authorization form
  - Collect high school documents
  - Video Assessment

If you are unsuccessful in any component, your day of assessment will end. You are encouraged to re-apply in six (6) months. You will know whether you have passed or failed your assessment test prior to leaving.

Your passing assessment scores are good for twenty-four (24) months pending the outcome of the background investigation.

### What do I need to bring with me to my scheduled assessment test?

**COPY** of high school diploma or GED  
Original driver's license or State ID  
Pen or Pencil

(A high school transcript will be accepted in lieu of diploma if it has your name, graduation date, and name of high school. College transcripts/degrees are also accepted in lieu of high school verification.)

### How and when do I select the institutions I would like to be considered for?

You will make your institution selection(s) when you apply. You may add additional institutions by emailing [drc.ocac@odrc.state.oh.us](mailto:drc.ocac@odrc.state.oh.us) Please only add locations you are willing to work.

### Interview, Background Investigation and Pre-Employment Drug Screening

Once you have passed the Correction Officer Assessment test, your name will be put on the interview eligible list for each institution you selected. It is up to the institutions to contact you for an interview. If you are selected as a potential employee, a conditional offer of employment will be made pending successful completion of a background investigation and negative drug test.

Once you accept a conditional offer of employment, all other future offers for Correction Officer Interviews should be declined.

The starting pay for a Correction Officer is \$16.76 per hour.

*See reverse side for frequently asked questions*

# Correction Officer Selection Process

## Frequently Asked Questions

**Q: Can I mail my application to the institution or to the Ohio Corrections Training & Assessment Center?**

*A: Please apply electronically through [www.careers.ohio.gov](http://www.careers.ohio.gov).*

**Q: Can I add additional institution selections after I apply?**

*A: Yes. You may add locations in writing via e-mail to [DRC.OCAC@odrc.state.oh.us](mailto:DRC.OCAC@odrc.state.oh.us)*

**Q: Do I need to call and schedule my assessment date?**

*A: No. Once your application has been screened for minimum qualifications, you will receive an e-mail with instructions on self-scheduling your assessment test.*

**Q: If I cannot make my scheduled assessment date, can I reschedule?**

*A: You can reschedule your own assessment date online as long as you do it prior to your scheduled date and within the six (6) months of your application received date. You cannot reschedule the day of your assessment or after your scheduled date. Should you miss your scheduled assessment date you may re-apply six (6) months from your previous application date.*

**Q: What if I am called for hire at an institution and I decline the offer, will I remain on the waiting list for other locations that I selected to be considered?**

*A: Yes.*

**Q: What do I do if I have moved or changed my telephone number?**

*A: If you have a change of address, e-mail, or telephone number, please make the necessary changes on your profile.*

**Q: After I pass the assessment, how long will it be before I go to work?**

*A: Your assessment results are active for twenty-four (24) months from the date you were referred for interview consideration. Passing assessment does not guarantee you will be hired. You must be selected for interview/hire by one of the institutions, and you still must pass a background check and a pre-employment drug screening. Hiring is based on your overall assessment/interview results and job availability. Hiring could take place anytime within the twenty-four (24) month period.*

**Q: Can I enroll in the Corrections Training Academy prior to being hired?**

*A: No. We will automatically enroll you in NEO (New Employee Orientation) at the Corrections Training Academy once a final job offer has been made. You will attend the Academy as a paid employee.*

**Q: Is there an age requirement /limit for a Correction Officer position?**

*A: No.*

**Q: Can I call to check my assessment score or my application status?**

*A: You may log into your profile and check for status updates.*

**Q: Will you contact me if my application expires due to lapsed timeframe?**

*A: No. Remember, your application will remain active for six (6) months pending an assessment date. Once you have been scheduled for and successfully complete assessment and the background investigation, your assessment scores are active for twenty-four (24) months or until you're hired.*

**Q: If I am currently employed by the Department of Corrections in another state, can I transfer to Ohio as a Correction Officer.**

*A: No. However, your related work experience will be considered in the Correction Officer selection process.*