

Prison Officer Recruitment Process

To be successful in obtaining a prison officer role, you will need to successfully complete all stages of our recruitment process, some of which will run concurrently:

Online Application

An online form to tell us about yourself, your employment history and to confirm your work rights. Following completion you will receive an email to confirm it has been submitted. Only one application is needed per person, even if you're open to multiple prison officer vacancies across prison locations.

- **Estimated time:** 30 minutes
- **Top Tips:** You'll need to complete the application in one sitting, so make sure you start it when you have enough time to complete. We require a copy of your resume, please limit this to 3 pages and ensure information is relevant and chronological.

Situational Judgement Test (SJT)

The SJT will present you with a series of scenarios related to the day to day prison officer role, each with a number of responses from which you'll be required to pick one. The SJT is used to assess role and organisational alignment, while also giving you a preview into life as a prison officer.

- **Estimated time:** 30 minutes
- **Top Tips:** Read each option carefully and select the response that best aligns with your approach, don't answer based on how you think we want you to respond – you might be wrong.

Video Interview

A link to complete a video-based interview will be sent by email along with instructions for how to complete either on a computer or mobile phone. The video interview consists of capability, motivational and scenario-based questions so that we can get an understanding of your personal drivers to be a prison officer and your past experiences that align to the role. One question will require a written response.

- **Estimated time:** 30 minutes
- **Top Tips:** Make sure you research the role and prepare relevant examples that will be able to showcase what you can bring to the role. Use the online "practice" option before completing the real interview.

Psychometric Assessment

Before commencing the Assessment Centre you'll be required to complete a *Personality Assessment* and two psychometric assessments. The first is an *Abstract Reasoning Assessment*. This is a timed assessment, which looks at your learning agility. The second is a *Verbal Reasoning Assessment*. This is a timed assessment, which looks at your verbal comprehension.

- **Estimated time:** 2 hours
- **Top Tips:** Complete the assessment in a quiet place where you will not be interrupted or distracted. There are no right or wrong answers for personality assessments, but you'll need to respond to all questions as honestly and openly as you can. Try not to over-deliberate on your

responses to the questions. Reasoning Assessments have right and wrong answers and you'll need to work through them as quickly and as accurately as you can. It is unlikely that you will complete all questions in the time allocated.

Assessment Centre

You will be required to complete multiple activities, which are again aimed at giving you an insight into what the role entails, as well as the opportunity to demonstrate how your previous experience aligns to the role requirements. Activities could include a roleplay and group activity and could be conducted live or via video response.

- **Estimated time:** 2 hours
- **Top Tips:** Read all pre-reading documents provided and have a restful sleep the night before completing the assessment.

Pre-Employment Checks

You will be required to complete several pre-employment checks including security checks and reference checks. Further information on the security screening and pre-service medical assessments can be found in the Prison Officer Recruitment Information Sheet.

- **Estimated time:** 30 minutes security screening forms, 5 minutes reference check referee submission.
- **Top Tips:** Try to use work related referees that know you know well and that can provide detailed information about your previous experiences and achievements.

Physical & Medical Assessment

Following completion of the reference checking and security screening stage to the Department of Justice and Community Safety's satisfaction, you will be invited to attend a physical & medical assessment with the Department's third-party medical provider.

- **Estimated time:** 3 hour assessment at a medical clinic.
- **Top Tips:** Review the factsheet provided and commence practising/training for the physical components.

Final Review & Offers

Prior to or following your physical & medical assessment, you may be required to attend an interview with a senior manager of the prison if further information is required. Offers will be made based on meeting all of the above inherent requirements of the role. We will endeavour to provide successful candidates with four weeks notice, however this sometimes cannot be accommodated. We appreciate your flexibility.

Induction

Successful candidates will be invited to an induction session at the prison. You will get to meet your fellow 'squad' members and be taken on a tour of the prison.

Recruitment Process Timeline

The below recruitment process timeline is indicative and will vary from one campaign to the next. For further information or to apply online please visit www.correctionsjobs.vic.gov.au

