

# CORRECTIONAL OFFICER RECRUITMENT PROCESS

## STEP 1: Apply and Submit Required Documentation

### 1. Submit your Resume and complete an online questionnaire by clicking on the “Apply to this Job” link at the bottom of the job posting.

- You are required to upload your resume to your on-line profile when you apply to the job posting.
- **PLEASE DO NOT** submit a cover letter as it will not be reviewed.
- As part of the online application process you will also be prompted to complete an online questionnaire to demonstrate how you meet the job qualifications. You need approximately **15** minutes to complete it.

Questionnaire responses will be used to shortlist applicants against the job qualifications. Your resume may not be reviewed for initial shortlisting purposes but will be reviewed for applicants who are awarded an interview. Applicants who do not pass the questionnaire and/or do not submit the required documentation as instructed below, by the closing date of the competition, will not move forward in the hiring process.

**IMPORTANT:** Please ensure you have ALL required documentation (including results of evaluations for out of country education) ready to submit, PRIOR to applying for this position. If you do not, please wait to apply until you do. Correctional Officer positions are generally posted all year long.

### 2. Submit Required Documentation: after submitting your resume and completing the online questionnaire, you must email documentation that demonstrates Grade 12 graduation AND English 12, as defined below, to [BCCorrections.Recruiting@gov.bc.ca](mailto:BCCorrections.Recruiting@gov.bc.ca) at the time of your application. You will also need to include a copy of your BC driver’s license (or equivalent from another province) and proof of Canadian citizenship or permanent residency.

**Grade 12 or equivalent\*, as defined** - High school diploma, Adult graduation diploma, GED, two year academic post-secondary diploma, associate degree or university degree.

If the equivalent high school graduation, diploma, or degree is from an institution outside of North America (Canada/USA) or the United Kingdom, you will be required to have this credential verified by a designated organization. Please refer to the [IRCC website](#) for a list of designated organizations.

#### **Grade 12 English with a final grade of 70% or equivalent\*, as defined:**

- o High school transcript showing a **final grade** of at least 70 percent in English 12 (Communications 12 is not an acceptable equivalent); OR
- o Post-secondary transcript showing a **final grade** of at least 70 percent in a post-secondary academic English course that is at least equivalent to English 12 (it is the responsibility of the applicant to prove equivalency); OR
- o Proof of graduation with either a university degree from a recognized post-secondary institution in North America or the United Kingdom; OR
- o Achievement of a minimum score in one of the following English language assessment tests:

<b>ASSESSMENT</b>	<b>SCORE/RESULT</b>
IELTS Academic or General	6.5 with no part less than 6.5
LPI	5
CLB	7+ in all parts
CELPIP General	7+ in all parts
CanTEST	4.5 in writing with no part less than 4.0
Accuplacer Basic Accuplacer	85 in reading with WritePlacer of at least 6
Next Generation	260 in reading with WritePlacer of at least 6
CAEL	60

**NOTE:** The file size should not exceed 10MB or you will need to submit via more than one email.

### **STEP 2: Security Screening Questionnaire**

- **Security Screening Questionnaire SSQ** –: Please ensure that you review the questionnaire prior to submitting your application. Applicants who have participated in a previous Correctional Officer or Correctional Supervisor competition with BC Corrections and were unsuccessful as a result of the assessment of their Security Screening Questionnaire will be required to **wait for a period of 12 months** from date of submission before their application will be reconsidered.

\*Applicants who meet the requirements step 2 requirement will be invited to participate in the assessment process outlined below

### **STEP 3: Assessment**

- **Correctional Officer Physical Abilities Test (COPAT)** –: You will be required to provide a completed Medical Clearance Form (signed, stamped, and dated by a medical practitioner), proof of age and legal entitlement to work in Canada, and your valid driver's license at this time.

### **STEP 4: Interview**

- Applicants will be assessed on the competencies as outlined in the job profile
- Reference checks

### **STEP 5: Offer**

- You will be required to provide proof of valid Occupational 1st aid (OFA1) or [WorkSafe BC approved equivalent](#) prior to the conditional offer letter.
- A Conditional Offer of employment is provided to successful candidates, confirmation of which is subject to passing all security screening and medical checks.

### **STEP 6: Enhanced Security Screening**

Applicants will be required to complete/provide the following:

- o Security fingerprinting
- o Police record check
- o Computer voice stress analysis
- o Credit check
- o Drivers abstract
- o Criminal Records Review Act check

Applicants who have participated in a previous Correctional Officer or Correctional Supervisor competition with BC Corrections and were not appointed due to their Enhanced Security Screening (ESS) result will be required to **wait for a period of 12 months** from date of notification of their ESS result before their application will be reconsidered.

**STEP 7: Medical Assessment** - A comprehensive medical examination by our Occupational Health Programs physician which will include visual and hearing tests. A Tuberculosis (TB) test must be completed prior to booking medical appointment.

**STEP 8: Onboarding:** Once we receive confirmation that you have passed all security screening and medical assessments, we will send you a letter notifying you that your employment and start date are confirmed.

**STEP 9: Training:** You will undergo a significant amount of training during your early weeks of employment, including 231 hours, or 33 days, in the Security Officer Training Program. You will then progress through the growth program and will receive full correctional officer status at the conclusion of the program.

**STEP 10: Reimbursement:** Upon the successful completion of the 6-month probationary period, you will be eligible to apply for reimbursement associated with the following costs incurred within the 3-months prior to application:

- Correctional Officer Physical Abilities Test (COPAT) Medical Form
- Tuberculosis (TB) test
- Occupational 1st aid (OFA1)
- Criminal Record Check