

HIRING PROCESS

CORRECTIONAL OFFICER

STEP 1

Candidate submits application

STEP 2

Hiring packet sent to candidate (background check authorization, writing assessment, pre-interview questionnaire) **(within 3 days)**

STEP 3

Candidate completes and returns items **(dependent on candidate)**

STEP 4

Background check conducted **(usually 1 day)**

STEP 5

Interview

STEP 6

References checked on successful applicant **(1-5 days dependent on references)**

STEP 7

Job offer made to successful applicant

STEP 8

If candidate accepts, offer letter sent

STEP 10

Candidate begins work

STEP 11

Employee attends next available New Employee Orientation Class (NEO)



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