

# Corrections

has a career for **YOU!**

**Competitive Wages**

**Health, Vision & Dental Insurance**

**10 Vacation Days (Starting)**

**12 Sick Days/Year**

**3 Personal Days/Year**

**Upward Mobility Program**



## Correctional Officer Trainee

**Starting Salary \$47,508**

## Corrections Treatment Officer Trainee

(Locations: Joliet only; requires bachelor's degree)

**Starting Salary \$54,648**

### Minimum Requirements:

- 18 years of age
- Valid Driver's License
- HS Diploma or GED
- U.S. Citizen or authorized alien with proof of a permanent resident card
- Speak, read and write English

### How to Apply:

- On a PC visit:  
<https://www2.illinois.gov/idoc/aboutus/Pages/TrainingAcademy.aspx>
- Choose Corrections Officer Trainee or Corrections Treatment Officer Trainee
- Click on "Apply Here"
- Fill out form completely and click "submit"

For questions regarding applying or screening please email: [doc.idocjobs@illinois.gov](mailto:doc.idocjobs@illinois.gov)

You will receive a date to screen/test in approx. 1-3 months via email.



The Illinois Department of Corrections is a multicultural agency deeply committed to ensuring diversity, equity, and inclusion. This commitment is at the forefront of our operations, hiring, policies and procedures, and training. We recognize the benefit of workplace empowerment, the importance of diversity and fully support an environment where ALL employees are treated fairly, respectfully, and have equal access to opportunities and resources necessary to thrive and contribute to the agency's success. IDOC genuinely values the differences of individuals in our custody and is committed to ensuring a healthy living environment where they feel valued, respected, and included.

Through our commitment to Diversity, Equity, and Inclusion (DEI), we shall establish and uphold agency policies and practices conducive to eliminating all forms of exclusion including, but not limited to, racism, ageism, ableism, sexism, discrimination based on sexual orientation, gender and gender identity, and religious oppression.

The Illinois Department of Corrections is proud to be an Equal Opportunity Employer.



# ILLINOIS DEPARTMENT OF CORRECTIONS



# Screening Process

Applicants must meet minimum standards on each examination to be eligible for hire. Applicants can earn up to a total of 130 screening points and are placed on eligibility lists in rank order. Institutions hire applicants based on scores.

1. Test of Adult Basic Education (TABE)-The Department of Corrections requires that all applicants for security positions successfully complete a written reading comprehension and vocabulary examination. Applicants meeting this criterion can move on to the next phase in the screening process. The TABE is used to establish a baseline for reading comprehension. This test is waived if the applicant has 15 or more college credits and brings transcripts the day of the testing.
2. Observation Examination (0-20 points)-To assess each applicant's capacity to comprehensively, fairly, and objectively evaluate a scenario and provide a detailed incident report. Applicants will be given a scenario write-up. Each applicant will be given 3 minutes to review the scenario and will be allowed to take notes. An applicant will then have 5 minutes to complete an incident report.
3. Structured Oral Rutan Interview and Writing Sample (0-100 points)-Applicants are interviewed by a team of two screeners using a standardized Rutan interview questionnaire.
4. Military Service (0-10)
5. Physical Agility Test - Since being in good physical shape is a prime consideration for being a Correctional Officer Trainee, applicants are required to successfully complete a physical agility test to be eligible for hire. The test includes four exercises designed to measure an applicant's ability to perform the job duties required of a Correctional Officer Trainee. Applicants must complete all four of the exercises to continue in the screening process. Test consists of: Hand Grip, Push-ups, Obstacle Course and stair steps.

## Helpful Tips on Testing with IDOC

1. Fill out all attached forms completely and obtain all documents required before the screening. This information can be found on our website and on your email invite to the screening.
2. Make sure you do not have any employment GAPS on your CMS100. Start with high school graduation date or 18th birthday and cover all time until current date. Times of unemployment should be documented on its own with a brief explanation (unemployed, stay at home parent etc.)
3. Male applicants 26 and younger MUST have their selective service number on the date of the screening.
4. Discharged Veterans need a certified copy of DD214/NG22. Still active members need a certified letter of good standing.
5. There are practice versions online for the TABE exam, they are not IDOC tests but are similar 12th grade level, multiple choice questions that can assist in preparing for the exam. (google practice TABE exam)
6. During the Observation and Writing Sample portion you will be graded for grammar, punctuation, organization and including all specifics of the scenario.
7. RUTAN Interview: You will be given a point value for each question answered. It's important to answer all the parts of each question. The screeners can repeat the questions, they cannot elaborate, explain or provide feedback. They will be writing down your answers as you answer them.
  - a. Reviewing the job description beforehand, noting the demands of the position will better prepare you for describing your qualified abilities.
  - b. Use the information from your CMS100 to be sure you are giving full descriptions of your experience, education and/or training for each question asked. The more you can say/relate to the question being asked, the better.
  - c. Use the scrap paper to write the question down to remember to answer all the parts.