



## Casual to Permanent Correctional Officer Eligibility List Information Sheet

Casual or part-time “call-out” officers who are interested in being considered for a permanent position are invited to submit their expression of interest via the Scout online application process.

Successful applicants will be placed on the E-List for appointment to permanent positions on the full-time roster.

Candidates will be assessed on eligibility (per Policy) and, if successful, placed onto the E-List in the order of assessment results. Information on the assessment process is set out below.

### The Assessment Process

In accordance with Company Policy, the **scoring template for the eligibility process** will be a maximum of 100 points, with a minimum of 80 required to be eligible to gain a position on the E-List. The assessment is based on consideration of the following:

Merit Review (by CM's)	Maximum of 55 points
Certificate III Progress	Maximum of 15 points
Availability / Attendance	Maximum of 20 points
Length of Experience as a Correctional Officer	Maximum of 5 points
Formal Reprimands	Maximum of 5 points (5 points given for no reprimands within the past 2 years, 0 points for 1 reprimand, 5 points deducted for each additional reprimand in the past 2 years only).

The scoring for the E-List is in accordance with GEO's Corporate Policy *HR 2.01 - Recruitment and Selection*.

Applicants who gain at least 80 points via the above process may be invited to attend an interview for final assessment, performance in this interview will assist in determining final rank on the E-list.

### **The Interview**

You will be asked a number of set questions; and the panel members will be making notes for their own record. You may be asked to provide more information or elaborate on an answer. Be as relaxed and natural as possible.

For further information in relation to the company's recruitment and selection process, as well as information on how best to prepare, please see Corporate Policy *HR 2.01 – Recruitment and Selection*, Annexure A, Guide to Applying for Internal Vacancies.

Please note that formal addressing of the Selection Criteria is not required on this occasion.

### **Notification of Outcome**

Following the completion of the above process, all applicants will be advised:

- whether they have been successful in gaining a place on the E-List;
- where they rank on the E-List for permanent full-time positions;
- whether they have been successful in gaining immediate appointment to a permanent full time role; and
- if so, the roster line to which they have been nominated.

### **E-List Appointment**

Failure to maintain an appropriate standard of performance and attendance whilst on the E-List may result in the staff member being asked to "show cause" why they should retain their position on the E-List.

In accordance with GEO's Corporate Policy *HR 2.01 - Recruitment and Selection*, appointments to the E-List will be revised after six (6) months.

**If you have any concerns or questions, please do not hesitate to contact  
Human Resources Manager, Kelly Eisenhauer on x65514.**