We strongly suggest that you read the information provided and complete this self-assessment questionnaire to reflect on difficult aspects of the Correctional Officer position. This questionnaire will offer you guidance in preparation for applying for a Correctional Officer position with Correctional Service Canada (CSC).

As part of the criminal justice system and respecting the rule of law, CSC contributes to public safety by actively encouraging and assisting offenders to become law-abiding citizens, while exercising reasonable, safe, secure and humane control. CSC contributes to public safety by administering court-imposed sentences of two years or more, ensures the safe transition of eligible offenders into the community, ensures the safety and security of staff and offenders in institutions and enhances the capacity to provide effective interventions for First Nations, Métis and Inuit offenders.

The objective of this self-assessment questionnaire is to give you a better idea of the role, requirements, skills and expectations related to a Correctional Officer's position. Situations presented are part of the daily job and the correctional working environment. This questionnaire is not an assessment tool for the selection process. However, completing it will allow you to reflect on whether this position is suited for you before submitting your application.
1. The roles and responsibilities of a Correctional Officer are to help ensure security inside Canadian institutions, contribute to the inmates' reintegration into society, and as a result, contribute to public safety. Do you agree with CSC’s mission?

2. Do you believe in an inmate’s ability to participate in and successfully complete treatment programs, and that they have the capacity to become a law-abiding citizen again?

3. Correctional Officers are in frequent interaction with inmates and colleagues. Do you believe that you can maintain good interpersonal relationships with people you are in contact with on a daily basis?

4. Inmates from various ethnic origins including First Nations, Métis and Inuit offenders, are incarcerated in Canadian institutions. Would you be comfortable interacting with people (e.g., inmates, visitors, colleagues) of different cultures and different ethnic backgrounds?

5. The Correctional Officer selection process includes a thorough verification of security and reliability. Do you consider yourself an honest person of integrity who is respectful of laws and regulations, demonstrated by your attitude, behaviours and lifestyle?

6. Do you believe that you have personal qualities and values that match those required to deliver our mandate as indicated on the previous page?

7. All Correctional Officers must successfully complete the Correctional Training Program before being able to perform correctional duties. Would you agree to live in government or commercial accommodation if your permanent residence was too far from the location where training is offered? Please note that meals and accommodation costs are covered by CSC under these circumstances.

8. Would you consider completing the Correctional Training Program knowing that there is no training allowance or salary for the duration of the 10-week training program?

9. Do you believe you would be able to complete online theoretical modules which requires the use of and extended access to a computer, and the self-discipline and determination to complete them in the time planned?

10. Would you agree to follow a training program that includes self-directed and in-class learning sessions, physical training, weapons certification, fire safety training and simulation exercises involving self-defence and the use of equipment?
Questions 11 to 17

Following formal training offered by CSC:

11. Would you be prepared to use physical force and the self-defence techniques required, individually or with the assistance of colleagues, to intervene with a non-cooperative inmate showing signs of agitation?  

12. Would you be able to use equipment (e.g., handcuffs, protective shield, chemical and inflammatory agents, or firearm) on an inmate, individually or with the assistance of colleagues, if the situation required it, in accordance with the law?  

13. Would you be able to be a first responder and deal with an offender in crisis who might throw body fluids (saliva, urine, blood, vomit) on you, or who might have relieved his/her bowels in his/her cell?  

14. Would you be able to work, sometimes in a closed and restricted environment, alongside inmates who have committed an act of violence (brutal murder using a weapon, rape using excessive force or gratuitous violence, sexual offence involving a child, torture with repeated violence over an extended period, robbery, a serious offence causing serious injury or involving drugs, etc.) against an individual, a child or a colleague?  

15. Would you be able to work, on a daily basis, alongside inmates who have a high rate of hepatitis C infection or human immunodeficiency virus, or inmates who have a history of serious problems involving substance abuse or mental illness?  

16. Would you be able to be a first responder and deal with an offender in mental distress, or who may be intoxicated or may have injured themselves (self-injury, attempted suicide, etc.) or in the case of medical emergency of an inmate or colleague (i.e., proceed with first aid, cardio-pulmonary resuscitation [CPR] or automated external defibrillator [AED]), or in case of fire (wearing a self-contained breathing apparatus)?  

17. Would you be able to perform the various duties involved in patrolling an institution, i.e., patrolling an elevated surveillance walkway, patrolling ranges during the day, evening and night, in a dimly lit area, being stationed alone in a 9-meter outer surveillance tower during the day or evening and during inclement weather, being at the control post alone during the evening or at night, etc.?  

18. Do you like to work on a team?  

19. Do you readily accept instructions, suggestions or constructive criticism offered by someone in a position of authority or a colleague?  

20. Do you believe you are able to interact with colleagues and inmates on a daily basis in a respectful and professional manner in stressful or emergency situations?  

21. New inmates are continuously admitted to institutions and new personnel members regularly join the work force. Can you easily adapt to change and interact with people you don’t know well or don’t know at all?
22. Interaction between staff members and inmates or between the inmates themselves can sometimes lead to conflict or crisis situations. For example, inmates may use inappropriate language, display inappropriate behaviours, utter obscenities or shout insults at you, or intimidate you verbally and physically (e.g., cursing, degrading and inappropriate terms with sexual connotations). Your reaction will be critical as it could increase the tension or defuse the crisis. Do you think you would be able to show self-control even under stress and gratuitous or planned provocation?

23. Dangerous and unexpected situations for you, your colleagues or for inmates can occasionally occur in prison (hostage taking, attempted suicide, riots, murder or death of an inmate or colleague, etc.). Do you believe you have the necessary psychological balance and would be able to react effectively during situations where your personal safety and/or that of another person could be threatened, and where stress is frequent and cumulative as a result of unexpected and potentially dangerous situations experienced in an institution?

24. Do you believe in your ability to make effective decisions in ambiguous, complex and/or stressful situations while respecting law and policy?

25. Would you accept a job that required you to work various rotating shifts (days/evenings/night), weekends and statutory holidays (i.e., Canada Day, New Year’s Day, etc.)

26. Unforeseen situations can happen in an institution which leads to certain consequences for the personnel on duty, such as the requirement to continue a shift in order to address an incident. Would you accept a job that required you to work overtime on very short notice?

27. The responsibilities of a Correctional Officer include numerous tasks, such as monitoring inmate behaviour and movement, counts, supervision of inmates, visitor and staff movement inside and outside the institution, and conducting searches. Some of the tasks have to be performed within a confined environment (e.g., towers, control posts, inmate cells). Would you be able to work in such an environment?

28. As part of their functions, a Correctional Officer must wear a uniform and use various equipment. Would you agree to wear the required uniform, along with a protective vest and job-related equipment (e.g., handcuffs, CPR mask)?

29. Correctional Officers must have good physical capabilities in order to achieve the tasks associated with their work, such as climbing stairs (walkway and 9-meter surveillance tower), running some distance, carrying heavy equipment (stretcher, air tank), evacuating possibly wounded individuals from a danger zone, searching vehicles, physically handling inmates, moving objects (furniture and boxes in cells), etc. Do you believe you possess and are able to maintain the physical capability required to carry on these tasks?

30. Interventions with inmates bring interesting challenges, however, they can sometimes lead to difficult situations on an emotional and personal level and have an impact on your family life. Do you have a positive attitude, good self-esteem and is your family supportive of your career choice and plan to apply?
If you have answered **YES** to all of the above questions and feel you meet all essential qualifications identified on the advertisement you may be personally suitable for a Correctional Officer position. We encourage you to apply. Please note that each essential qualification listed on the statement of merit criteria will be formally assessed and validated as part of the recruitment process.

However, if you have answered **NO** to one or more of the above questions, we encourage you to give this more thought to determine whether this job opportunity is for you. You can also contact a Recruitment Officer **from your region** to obtain additional information related to the position of Correctional Officer:

**Contact Information:**

Atlantic Region (NB, NS, PEI, NFLD): (506) 851-6090 or email atlanticrecruitment@csc-scc.gc.ca

Ontario Region (Ontario, Nunavut): (613) 545-8910 or email ontariorecruitment@csc-scc.gc.ca

Quebec Region (Quebec): (450) 967-3419 or email quebecrecruitment@csc-scc.gc.ca

Pacific Region (BC, Yukon): (604) 557-4557 or email pacificrecruitment@csc-scc.gc.ca

Prairie Region (AB, SK, MAN, NWT): (306) 975-4413 or email prairiesrecruitment@csc-scc.gc.ca