



"We all make mistakes, I certainly did. My mistakes landed me in prison. It's tough getting started once out. But through an amazing program at NJDOT, I got a second chance, an opportunity to serve in a respectable job, and more."

- Russell Ligon, Participant

"Everybody deserves a second chance. When given a chance to learn a skill set such as here with The New Jersey Department of Transportation, a person is more likely to use that second chance to succeed!

Here at The New Jersey Department of Transportation, we do not always have the staff needed to accomplish the job at hand. With the added re-source from this program we are able to accomplish more."

TEAM — Together Everyone Achieves More!

- Chris Murphy, Crew Supervisor

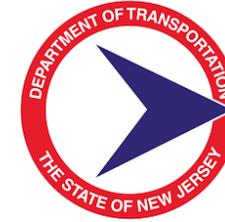
Want More Information?

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New Jersey Department of Transportation Highway Operations Re-Entry Work Program



Program Timeline

Applications to Be Submitted	Late October	Mid April
Interviews to Be Scheduled	Early December	Late May
Interviews to Be Held	Mid December	Late May
Conditional Offers to be Made	Early January	Mid June
Criminal History to Be Submitted	Early January	Mid June
Drug Screening to Be Held	Mid January	Early July
Official Offers to be Made	Late January	Late July
Employment Begins	February	August

<https://www.state.nj.us/transportation/about/employ/reentryworkinit.shtm>

Program Overview

The Highway Operations and Facilities Re-Entry Work Initiative is a collaborative effort between the New Jersey Department of Transportation (NJDOT), the New Jersey State Parole Board (NJSPB) and the re-entry community designed to establish a program to place individuals from the re-entry community and some disadvantaged populations into hourly employment positions to perform general highway maintenance activities.

Participants in the program are paid a competitive hourly rate for a 6-month employment duration not to exceed 944 hours. Individuals will also be provided formalized classroom and on-the-job training in various highway and building maintenance activities in a team-oriented environment.



Geographical Locations

Operations Field Crews (OFCs) are strategically located throughout the northern region of the State in high traffic/high congestion areas where litter and other external roadway aesthetic details are an ongoing challenge.

POSITIONS AVAILABLE IN:

- ❖ PATERSON
- ❖ JERSEY CITY
- ❖ WEST ORANGE

Instructions on Application Process

- Prepare and submit a resume along with a NJ State Application for Employment found at <https://www.state.nj.us/transportation/about/employ/reentryworkinit.shtm> within the designated timeframe
- Please note that placement agencies may submit an application packet on behalf of the applicant, but applicants must provide their personal email and contact information. HR will only make contact with the applicant. It should also be noted, candidates being offered a position will be contacted directly. Placement agencies may be kept informed, but all official employment communication will be conducted directly with the applicant.
- Begin to gather information for the disclosure of any criminal history. If and when a conditional offer of employment is extended, the candidate will be required to disclose his/her criminal history, if applicable, in detail within two business days.

Each separate charge/incident must include:

- o explanation of the incident(s) (include dates, charges, location, explanation of what occurred, etc)
- o disposition (i.e. fine, incarceration, length of incarceration, etc)
- o explanation of why you believe NJDOT should hire you

- If offered a position, candidate must obtain a State/Federal issued photo ID and an original social security card prior to start date

Program Expectations

Pre-Employment

- Adhere to the recruitment timeline, including interview process, disclosure of criminal history, drug screening dates, and start date
- Dress appropriately for the interview (business casual)
- Be familiar with the location of interviews and drug screening once provided
- Be prepared to talk to a panel of interviewers about your experience and skills, the training you've had, the types of work you've done and any qualifications you possess that make you a good fit for the position
- Provide all required information regarding criminal history within two days of the conditional offer
- Be prepared to go through a pre-employment drug screening
- Obtain a State/Federal issued photo ID and an original social security card by start date

While employed

- Be able to work in a team setting and in all weather conditions
- Be timely and professional
- NJDOT is a zero tolerance workplace environment. Any violation of policies, procedures or expectations may result in immediate termination.

Post-Employment Take-Aways

- On-the-job training and marketable skills
- Certificate of Training Program Completion
- Letter of Recommendation



Frequently Asked Questions

When will employment begin?

Employment will begin February and August annually.

What are the hours of work?

Participants will work an 8 hour shift, Monday through Friday, excluding holidays.

What will the pre-employment process entail?

Participants will be expected to complete an employment application and submit a resume. Candidates will be selected for an interview based upon their resume. Selections will be made after the interview process, and conditional offers of employment will be extended to the candidates directly, after which, the candidate will be asked to disclose his/her criminal history in detail, including an explanation of each incident. Those meeting criminal history screening review standards will thereafter be subject to a pre-employment drug screening.

How do I prepare for the interview?

Be ready to talk to a panel of interviewers about your experience and skills, the training you've had, the types of work you've done and any qualifications you possess that make you a good fit for the position; dress appropriately (business casual); and prepare questions that you may have about the position.

Is driving a requirement of the position?

Occupational driving is not required.

