



# New Jersey Department of Transportation Re-Entry Work Initiative Timeline, Instructions & Expectations

TIMELINE	
Applications to Be Submitted	Between 10/15 and 11/2
Interviews to Be Scheduled	Week of November 19
Interviews to Be Held	Week of November 26
Conditional Offers to Be Made	Week of December 10
Criminal History to Be Submitted by Applicant	Mid December Upon Request
Drug Screening to Be Held	Week of January 2
Official Offers to Be Made	Week of January 21
Employment Begins	February 2019

## Instructions

- Complete an online Application for Employment found at NJDOT's website (refer to posting), within the designated timeframe
- Prepare and submit a resume
- 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.
- Begin to gather information for the disclosure of criminal history. If and when a conditional offer of employment is extended, the applicant will be required to disclose his/her criminal history within two business days. Each separate charge/incident must include:
  - explanation of the incident(s) (include dates, charges, location, etc)
  - disposition (i.e. fine, incarceration, length of incarceration, etc)
  - explanation of why you believe NJDOT should hire you
- Candidates being offered a position will be contacted directly. Placement agencies will be kept informed, but all official employment communication will be conducted directly with the applicant.
- Obtain a State/Federal issued photo id and an original social security card prior to start date

## Expectations

### Pre-Employment

- Adhere to the employment timeline, including interview process, disclosure of criminal history and drug screening dates
- 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

### 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 Program Completion
- Letter of Recommendation