



Parole Agent 1 Selection Procedures

Take and pass exam

Notified of their score – via email

Notified when a Agent 1 position is posted (may apply to multiple facilities, only required to pass Parole Agent 1 requirements below) – via email

Apply to position through www.employment.pa.gov

Confirmation of application – via email

If selected for interview:

- Notified of interview date/time/location – via email

If selected for conditional offer:

- Notified of date/time/location of Parole Agent 1 Requirements via email:
 - Medical
 - TB (tuberculosis)
 - Psychological evaluation
 - Background check
- In order to move forward in the hiring process, applicant must pass all of the Parole Agent 1 Requirements
- If all Parole Agent 1 Requirements are met, applicant will receive an official offer

When selected for official offer:

- Notified of official offer – via phone
- If official offer is accepted, candidate is an official employee of the Commonwealth of PA:
 - Notified of start date. The 1st two weeks of employment will be working at the Office with other Parole Agents for orientation and observation
 - The following eight weeks employee will reside at the Training Academy in Elizabethtown for basic training. (Monday – Friday)
 - An email confirmation is sent regarding the official offer and work schedule specifics