



Thank you for your interest in employment at The GEO Group, Inc. We've made it as simple as possible to apply online. Here is a breakdown of what to expect when applying for a position at The GEO Group, Inc.

### **What you'll need:**

- A valid email address to register an account with our Career Site to complete an application. Please make sure you check this e-mail periodically as this is one of the main forms of communication we use in the application process
- Your updated résumé in Microsoft Word format. You will be asked to upload your résumé during the application process.
- Contact information for three professional references supervisors, professors, or co-workers is preferred. Do not use friends or family members as references.
- Work history to include the company's name, title of the position you held, the dates of employment (mm/yy), and a contact phone number for the company you were employed by.
- Education history to include where you attended school and the last level of education completed.
- Information on any known relatives that work for GEO or its subsidiaries (name, relationship and location of employment)

The whole process can be completed within 15 to 25 minutes if you have all of your information with you.

### **After you've completed an application:**

- You will receive an e-mail acknowledgement to let you know we have received your completed application.
- A Human Resources Representative will begin reviewing your application to determine if you meet the qualification requirements outlined on the job description.
- If your application meets the minimum qualifications, a representative will further review your application to determine if you are among the "qualified or best qualified" candidates. Sometimes this can take a few days, or up to a few weeks, depending on the number of applications received.
- Once the "best qualified" candidates are identified, the representative will prepare a list of eligible candidates and send it directly to the hiring manager.
- The hiring manager will review the applications and determine who among the "best qualified" will be selected for an interview.

- After the interviews are conducted, the candidate selected for hire will then have to go through a background check (some locations require a credit check as part of the background check), a pre-employment drug test, and where applicable, a pre-employment physical.

### **Checking the status of your application:**

You can check up on the status of your application by logging into your account ([here](#)).

1. After logging into your account click, “What jobs I have applied for on this site?”
2. Your current status can be found under “Job’s Status” column for each position you applied for.
  - a. “Received” indicates the application was successfully uploaded to our applicant tracking system.
  - b. “Under Consideration” indicates that your application is being reviewed for that particular position in which you applied for.
  - c. “No longer being considered” indicates that your application is no longer being reviewed for that particular position.
  - d. “Offered” indicates you are being offered the position and you may have an offer awaiting your acceptance.
  - e. “Hired” indicates you have accepted a contingent offer and may be awaiting a background clearance or you may have new hire paperwork waiting for your review and acknowledgment.

### **Background Clearance:**

Once you make it through the interview process, you may receive a contingent job offer. If you accept the tentative job offer, you must undergo a background clearance. Depending on the position and facility you will be working in, this can take a week to multiple months to complete. Do not get discouraged because of this delay, the Human Resources Representative will explain what timeline to expect and will communicate with you through the process.

### **Here are some application tips when applying for a position.**

- Search for a job by reference and location. We recommend that you do a full search based on your location preference. Simply enter your zip code or the name of a city and the positions closest to that location will be displayed.

- Join our Talent Network. We can contact you when a job matches what you're looking for. When a job is posted that matches your search criteria, you will receive an e-mail notifying you of the new opportunity!
- Read the job description and ensure you meet all the requirements (e.g. years of experience, education level) before applying. If you do not meet the requirements, find another position that you do meet the requirements.
- Don't apply for a lot of jobs at one time. Only apply for jobs that you qualify for and you are sincerely interested in. Applying for a lot of jobs slows down the reviewing process and may get you overlooked as it may make the Human Resource Representative question your sincerity.
- Haven't heard anything? Check your email regularly and make sure that your email address is up to date.