

CANDIDATE CONNECTION NEWSLETTER



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Turning Over a New Leaf with NCDAC

hello Prospective PPO

Thank you for your interest in joining the North Carolina Department of Adult Correction (NCDAC) as a Probation/Parole Officer. Candidate Connection is your one-stop resource designed to guide you through the journey of becoming part of our dedicated team. Whether you're just starting to explore the field or are already deep into the application process, this newsletter will provide essential insights, updates, and helpful tips to support you every step of the way.

Inside each issue, you'll find valuable information about the recruitment process, training requirements, job expectations, and life as an NCDAC Probation/Parole Officer. You'll also hear from current officers, learn about upcoming hiring events, and receive answers to frequently asked questions. We're here to help you succeed—and we're excited to help you take the next step toward a meaningful career in public safety and community supervision.

Falling Into Growth HIGHLIGHTS



1 Strengthen Your Professional Readiness

Show up prepared, punctual, and polished. Update your resume, check your emails regularly, complete assessments early, and gather previous employers for a reference check.



2 Demonstrate Strong Communication & Judgment

During interviews and conversations, be clear, respectful, and professional. Communicating confidently and thinking through your answers shows that you're ready for the demands of community supervision.



3 Stay Flexible & Open to Opportunities

Remain open to any county within 30 miles of your residence. Flexibility expands your opportunities and increases your chances of being selected quickly.



FALL INSIGHTS



Upcoming Events and
Announcements



Employee / Team
Spotlights



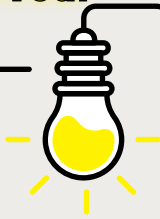
Learning Corner

Message

From Division 3 Recruiter
Crystal Branch

Dear New Applicant,
"Day 1: Ask the question.
Day 2: Ask it again.
Here at NCDAC, curiosity isn't a weakness; it's how you grow. Great officers never stop learning."

Trivia Reveal



We currently have 956 female officers and 687 male officers, giving us a 1.39 : 1 ratio. Women make up 58% of our PPO workforce!



BREAKING *feature*

Block Training gives new hires a solid foundation, helping you step into Basic Training with confidence and a clearer understanding of real-world expectations.



LEARN THE JOB

Get familiar with the daily responsibilities of an officer

Practice entering new cases and completing intake steps

Receive guidance from a district Field Training Officer (FTO)



MASTER THE SYSTEMS

Trainees are introduced to key tools they'll use throughout their career, including:

PPO Roster

Risk Need Assessment (RNA)

OPUS

Other supervision and case-management platforms



BUILD SKILLS

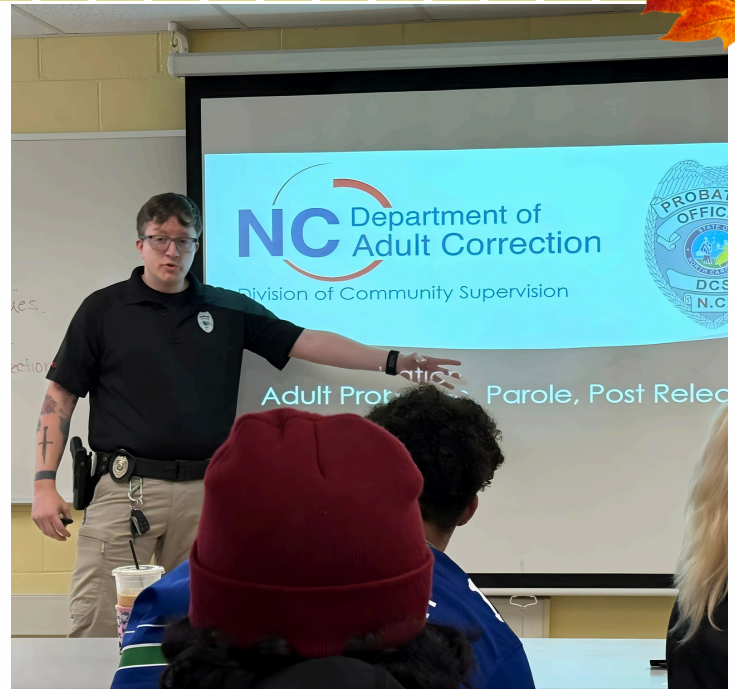
New hires also learn:

Proper equipment use

How to conduct home contacts

Officer safety techniques

Courtroom procedures, etiquette, and how violation hearings work



Did you know?

What are the three main promotion levels a PPO can advance to?

FIND OUT IN THE NEXT EDITION

BREAKING *feature* Mentor

1 Orientation & Training

Mentors introduce new hires to policies, documentation, and the systems they'll use daily—like OPUS, OCM, risk assessments, and supervision plans.

2 Fieldwork & Safety

They model safe practices during home, work, and community visits, teaching communication skills, situational awareness, and proper equipment use.

3 Coaching & Growth

Mentors help new officers build confidence, use good judgment, and balance accountability with offender rehabilitation.

4 Feedback & Evaluation

They observe performance, offer constructive feedback, and help identify strengths and areas for improvement.

5 Support & Encouragement

Mentors provide emotional support, guidance through stressful cases, and help new officers adjust to office culture and workload.

Mentors are the steady bridge between training and independence, helping new PPOs gain the skills, confidence, and mindset needed to thrive in the field.



Interviewing *Tips* *Gtar Method*

S

S – Set the Scene

Give us the quick background. What was going on?

T

T – Tell the Task

What did you need to do? What was your responsibility?

A

A – Action Time!

What you did. The steps you took. Your moment to shine!

R

R – Reveal the Results

How did it all turn out? Share the win, the impact, or what you learned.

Myth Vs Facts

MYTHS

There is no way to prepare for your interview.

FACTS

Our Recruiting team will help prepare you for your interview.

MYTHS

If your top county has no vacancies, you are no longer under consideration.

FACTS

You may still be eligible for other counties within 30 miles.

KEY Insights

Fast Track Your Hiring — Quick Steps to Shine!

Let's speed up your journey—one smart step at a time!

Complete everything early.

Assessments, references, and background forms—done sooner means processed sooner.

Stay flexible with counties.

Your interview location may not be where you work. This is your opportunity to interview. Vacancies shift daily, so flexibility opens more doors!

Triple-check your application.

List all employment (paid or unpaid) from the last 10 years and make sure all your employment references are correct and reachable.

Be interview-ready.

Practice STAR answers, dress professionally, and bring your confidence. Your story matters.

Respond quickly.

If HR emails you—reply ASAP. It keeps your process moving forward.

JOIN OUR TEAM

New system, same opportunity! If you've applied before, please reapply through Workday so we can successfully receive and review your application.



A quick heads-up: you won't see a separate "reference" section in the application, but you will need a list of your past employers ready. These individuals may be contacted to help verify your work history and support the hiring process.

Because your journey shouldn't feel like a maze.

Stepping into the world of Probation & Parole can feel big — but that's why your recruiter is here! From the moment you show interest to the day you step into training, we walk with you every step of the way. Here are just a few of the ways we help you succeed:

Recruiter Magic

We help you with:

- Understanding the job and the 30-mile rule
- Making your application shine
- Interview prep (hello STAR method!)
- Mock interviews & resume tips
- County preference guidance
- Updates on hiring timelines
- Answering all those "I'm not sure..." questions

We're here to help you:

- Navigate Workday without stress
- Understand which counties are hiring
- Prep for interviews & mock interviews
- Know what to expect in each step
- Fix small mistakes before they cause delays

We assist with:

- Breaking down job duties
- Walking you through hiring steps
- Prepping you for interviews
- Explaining training and county placement
- Answering questions big or small

We're your onboarding sidekick — because starting strong starts with support.

Let's stay connected — fill out our interest form and we'll guide you from there!

SCAN ME



PPO Recruiters

Meet Our Team



Zachary Cochran-Division 1



Natalie Williams -Division 2



Crystal Bunch -Division 3



Kaylyn York -Division 4

Connect with a recruiter today!

Find your region here!

Quick Links *Corner*

APPLY NOW

Ready to start your journey? Submit your application and take the first step toward becoming a PPO.

FAQ

Got questions? Visit our FAQ page for quick answers about the hiring process.

Subscribe / Unsubscribe

Don't miss an update — subscribe to our newsletter for tips, events, and new hiring announcements.

Be an Ambassador:

Love what we do? Share our openings with a friend, classmate, or community member.
Help us build stronger teams across NC

We know the hiring journey can sometimes feel like a road trip without GPS—so we created a Hiring Process Map to help you see where you are and what's ahead!

Just a friendly reminder: the process can take some time, with a few key stops along the way like interviews, background checks, and approvals. But don't worry—we haven't forgotten about you!

Ready to see where you are on the path?

Check out the map, and get a sense of the route ahead. Whether you're at the "Interview Station" or cruising through "Reference Check Road," it'll give you a great idea of what's next.

Hiring *Process*



Application Review

Your application will be screened for minimum qualifications.



Interview

If selected, you will be invited to interview.



Background & Pre-offer Checks

If you move forward, we will complete: Criminal background check Reference Checks



Pre-offer assessments (FMRT)/ background information

You will receive links to complete this online.



Conditional Offer

Once you pass the above steps, you will receive a conditional job offer and move forward in processing.



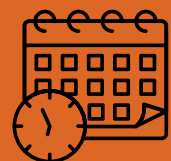
Processing Appointments

Regional Employment Office appointment for fingerprinting and completing onboarding documents. FMRT appointment for in-person psychological assessment, physical exam, and drug screening.



Final Approval for Hire

Once all requirements are successfully met, final approval is granted.



Start Date Confirmed

You will be contacted with your official start date.