

Reentry Road Map

A GUIDE TO THE JOB SEARCH TOOLKIT

FULL GUIDE
AVAILABLE FREE AT
FIRSTFIND.ORG

Start

Write it down

Finding a job is your new job. Start with a notebook, pen, and calendar. Establish a job search routine. Plan and keep track of your efforts. **Chapter 1**



What kind of work can you do?

Know the jobs you won't be hired for; skip jobs that relate to your rap sheet. If you were convicted of armed robbery—don't plan on working in private homes without supervision. **Chapter 1**

Where can you work?

Find help, training and ex-offender-friendly companies who have committed to The Fair Chance Pledge at www.fairshake.net. Be polite and professional with everyone you meet. (The employer list is here: <https://www.fairshake.net/fair-chance-employers/>) **Chapter 4**

Write down your work history

Get names, addresses, and telephone numbers of places where you worked or volunteered. **Chapter 9**

You may need a resume

Get help and be closely involved in the preparation. This is a document you must be able to talk about. Your library, a One Stop Center and non-profits can be your guide to resume writing. **Chapter 5**

Check your email

Have a work-friendly email address. bigbaddaddy@aol.com is not recommended. Write down the email and password and learn how to use it; on a computer, not just a cell phone. Find email and computer help at your local library. **Chapters 2 & 5**

Telephone tips

Answer every call politely and use a professional, clear, message when you can't pick up. Don't have your own phone? Ask someone you trust if you can use their number and have them take a message if you get calls. **Chapter 2**

Tell people you're looking for a job

The #1-way people get jobs is referrals. Tell everyone you know you're looking for a job. When you meet new people, tell them too. Write down names and contact information to follow up. Keep Facebook work friendly, no photos of partying foul language, racist or sexist content. **Chapter 6**

Apply for jobs online

Online applications take a long time. The Personal Data Form makes it easier. Read instructions and answer all questions. Don't check every box 'yes' that offer information about jobs, education or training. Check yes and you get tons of useless email. Keep track of applications including log-ins and passwords. **Chapter 8**

Find volunteer work

Volunteer work gives you experience to add to a resume or application and references from people who see the quality of what you do. You never know, volunteering can turn into a paid job. **Chapter 3**

Success!

Answer the Criminal Conviction Question

In some states, and many cities and counties, there are laws that "ban the box." You can't be asked about criminal convictions until after you are offered a job. Prepare for when the question is allowed, stating facts not excuses, describe what you learned and how you have grown since incarceration.

Practice Interview Questions

It's ok to be nervous, it's not ok to be unprepared. Practice questions and then take your time answering. Have responses for gaps in your work history. Focus on what you learned and how you have grown, not excuses and blame. Get names and contact information from interviewers; send a thank you note. **Chapters 11 & 12**

Prepare for interviews

Be prepared for every step in the process; interviews by phone, video and face to face. Be on time but not too early. Wear neat and clean clothes, same with your hair, hygiene and any jewelry. **Chapter 10**