

## CareerOneStop Paths – User Guide

### Path: Successful Reentry Transition

*This guide may be adapted for use in workshops and other services, in sections or in its entirety. The first link under each “to do” is the primary link, with additional links recommended for further information and details.*

#### Goal

Using CareerOneStop inside facilities: Plan ahead for a meaningful, stable career after reentry transition.

In the community: Use Job Search Help for Ex-Offenders to focus on an effective career and job search.

#### Objectives

1. Assess needs and identify community resources to support stability after transition.
2. Explore career options and choose a career direction.
3. To plan a longer-term career goal, explore education and training and set goals.
4. Prepare for a job search.
5. Conduct a job search.
6. Find in-person support and resources for your job search.

**Note:** this path may be used in correctional facilities on the CareerOneStop ReEntry website, <https://reentry.careeronestop.org/>, or by replacing the “www” on any page below with the word “reentry”.

#### Steps

You have a “to do” assignment for each step. You can make an electronic or paper document to track your work. All assignments use either CareerOneStop or Job Search Help for Ex-Offenders website pages as noted.

#### 1) Assess resource needs and identify community resources to support stability after transition.

**To do:** Find community resources to address needs such as legal assistance, housing help, food assistance, and mental health resources. Plan to line up your essentials in advance as much as possible. Select your state under “Location”, click on “Search” and click on tabs to open different categories. Make note of how to contact each resource you will need.

- <https://www.careeronestop.org/ExOffender/Toolkit/find-state-resources.aspx>

**To do:** Learn more about how and why to gather your personal records to prepare to apply for jobs, housing, etc. In the State Resource Finder, select your state, then select Documents and Vital Records.

- <https://www.careeronestop.org/ExOffender/FindAJob/PrepareYourResume/personal-records.aspx>
- <https://www.careeronestop.org/ExOffender/Toolkit/find-state-resources.aspx>

**To do:** Explore whether you may meet the qualifications to get your record expunged. If you want to explore further, follow the instructions on this page and return to the State Resource Finder, select the Legal Assistance tab.

- <https://www.careeronestop.org/ExOffender/FindAJob/PrepareYourResume/expunging-a-criminal-record.aspx>

## **2) Explore career options and choose a career direction.**

**To do:** Take one assessment or all three - skill, interest, and work values career assessments - to better understand yourself and the types of work that may suit you well.

- <https://www.careeronestop.org/Toolkit/Careers/interest-assessment.aspx>
- <https://www.careeronestop.org/toolkit/Skills/skills-matcher.aspx>
- <https://www.careeronestop.org/ExploreCareers/Assessments/work-values.aspx>

**To do:** Use Occupation Profile and career videos to research types of careers, learn more about the education and training needed, typical wages, tasks, work settings, and more.

- <https://www.careeronestop.org/Videos/CareerVideos/career-videos.aspx>
- <https://www.careeronestop.org/Toolkit/Careers/Occupations/occupation-profile.aspx>

**To do:** Learn about some ideas of first jobs that may be more easily obtainable when first transitioning from incarceration. How would your skills and experience might apply to some of the jobs listed?

- <https://www.careeronestop.org/ExOffender/ExploreCareers/LearnAboutCareers/comm-on-first-jobs.aspx>

**To do:** Learn about restrictions, rules, and other factors that could affect your career options based on your type of conviction and your state of residence. Pay special attention to these restrictions if you plan to invest in education and training, to insure you will be able to work in your chosen field after earning your credential.

- <https://www.careeronestop.org/ExOffender/ExploreCareers/LearnAboutCareers/work-restrictions.aspx>

## **3) To plan a longer-term career goal, explore education and training and set goals.**

**To do:** If you have a career goal that will require training, learn about different types of training that could prepare you for the career that interests you. Think about how long the training will take, cost involved, and whether programs are available in your local area. Note: The ReEntry website does not link to local training program websites or other external links.

- <https://www.careeronestop.org/ExOffender/GetTraining/TypesofTraining/types-of-training.aspx>
- <https://www.careeronestop.org/FindTraining/FindYourPath/whats-right-for-me.aspx>
- <https://www.careeronestop.org/FindTraining/Types/short-term.aspx>
- <https://www.careeronestop.org/ExOffender/Toolkit/find-local-training.aspx>

**To do:** Find out about different ways to pay for education and training. Learn about financial aid for college, and how your conviction might impact eligibility for federal financial aid. If you are a veteran, you may qualify for special financial aid.

- <https://www.careeronestop.org/ExOffender/GetTraining/PayForTraining/financial-aid.aspx>
- <https://www.careeronestop.org/ExOffender/GetTraining/PayForTraining/aid-and-your-conviction.aspx>
- <https://www.careeronestop.org/FindTraining/Pay/find-money-for-training.aspx>

**To do:** Setting goals will help you move forward in your job search and career. Using guidelines and examples from these pages, write up goals that will help move you from where you are now to where you want to be personally and professionally.

- <https://www.careeronestop.org/ExOffender/ExploreCareers/SetCareerGoals/set-career-goals.aspx>
- <https://www.careeronestop.org/ExOffender/ExploreCareers/SetCareerGoals/short-term-goals.aspx>
- <https://www.careeronestop.org/ExploreCareers/Plan/set-goals.aspx>

#### **4) Prepare for a job search.**

**To do:** Learn the steps to write a successful job application and create a polished resume.

- <https://www.careeronestop.org/ExOffender/FindAJob/PrepareYourResume/your-resume.aspx>
- <https://www.careeronestop.org/ExOffender/FindAJob/PrepareYourResume/job-applications.aspx>
- <https://www.careeronestop.org/JobSearch/Resumes/ResumeGuide/introduction.aspx>

**To do:** Develop a cover letter you can use when needed for job applications, following these tips and template.

- <https://www.careeronestop.org/JobSearch/Resumes/cover-letters.aspx>
- <https://www.careeronestop.org/JobSearch/Resumes/cover-letters-sample.aspx>

**To do:** Read about job references – why they matter, whom to ask for references, what to tell them, and how to write up your job references on a page.

- <https://www.careeronestop.org/ExOffender/FindAJob/PrepareYourResume/references.aspx>

**To do:** Prepare for job interviews. Practice how to talk about your conviction and address employers' potential concerns about hiring someone with a criminal record.

- <https://www.careeronestop.org/ExOffender/FindAJob/GetInterviewReady/your-conviction.aspx>

**To do:** To avoid surprises, read about the different kinds of background and employment checks you might encounter, before and during employment.

- <https://www.careeronestop.org/ExOffender/FindAJob/GetInterviewReady/employment-checks.aspx>

## 5) Conduct a job search.

**To do:** Learn how to use different techniques to find job openings and be prepared for the hiring process.

- <https://www.careeronestop.org/ExOffender/FindAJob/FindOpenings/find-openings.aspx>

**To do:** Learn about online job banks and use the Job Finder to search for the type of job you want in your local area. Note: The ReEntry website shows job opening details but does not link to job application pages on employer websites.

- <https://www.careeronestop.org/ExOffender/Toolkit/find-jobs.aspx>

**To do:** Put together a list of contacts and write up your elevator speech to promote your qualifications and start networking.

- <https://www.careeronestop.org/ExOffender/FindAJob/FindOpenings/networking.aspx>
- <https://www.careeronestop.org/JobSearch/Network/elevator-speech.aspx>

## 6) Where can you find in-person support and resources for your job search?

**To do:** Use the State Resources Finder, select your state and Search. Use the top tab, Local Service Providers, to find groups in your area that specialize in helping people with criminal records, or in reentry transition. Contact them by phone or using their website to find out what they offer and how they might support your transition. For job search help, and if you don't see an organization near you, use the American Job Center Finder to get help in your area.

- <https://www.careeronestop.org/ExOffender/Toolkit/find-state-resources.aspx>
- <https://www.careeronestop.org/ExOffender/Toolkit/find-american-job-centers.aspx>