

REENTRY PACKET

Your Customized Guide to Support your Successful Transition



National Web-based Reentry Resource Center

www.fairshake.net

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Write Your Business Plan!

This text is from the Small Business Administration website:

<https://www.sba.gov/business-guide/plan-your-business/write-your-business-plan>

Traditional business plan format: When you write your business plan, you don't have to stick to the exact business plan outline, but it would be wise to use the sections that make the most sense for your business and your needs. Traditional business plans use some combination of these nine sections.

Executive summary: Briefly tell the reader what your company does and why it will be successful. Include your mission statement, your product or service, and basic information about your leadership team, employees, market and location. Include a brief financial summary and plans for growth, especially if you plan to ask for financing.

Company description: This is where you will share detailed information about your company. Be specific. Describe the problems your business solves. Describe the consumers, organizations, and businesses your company plans to serve. Explain your competitive advantages. Are there experts on your team? Have you found the perfect location for your store? Why are you so passionate about the product or service to see the project through to become a solvent business? This is the place to extol your strengths.

Market analysis You'll need a good understanding of your industry, what is in store for the future, and your target market. Competitive research will show you what other businesses are doing and what their strengths are. In your market research, look for trends and themes. What do your competitors do? Why does, or doesn't it work? Can you do it better?

Organization and management: Describe how your company will be structured, who will run it and how it will be managed. What is the legal structure of your business? A C corporation, S corporation, B corporation, a non-profit corporation? Will you have a partnership? If not, will you simply be a sole proprietor or possibly a limited liability company (LLC)? Consider all options before you file with the IRS or state regulators.

Use an organizational chart to lay out who's in charge of what. Describe the qualities each team member will bring to contribute to the success of your venture. Consider including resumes of key team members.

Service or product line: Describe what you sell or what service you offer. Explain how the product or

service benefits your customers and what the product lifecycle looks like. Share your plans for owning your intellectual property, like trademark, copyright or patent filings. If you're doing research and development for your service or product, explain it in detail.

Marketing and sales: There's no single way to approach a marketing strategy. Your strategy should include the reception for your audience and your advertising outlets. It should also include flexibility should your product, service or messaging need to change slightly. How will you attract and retain customers? Where and how will you sell your products or services? Be clear! You'll need to refer to this section later when you share your financial projections.

You'll refer to this section later when you make financial projections, so make sure to thoroughly describe your complete marketing and sales strategies.

Funding request: Your goal here is to clearly explain your funding needs for the next 5 years. How much will you need? What will you use it for? Demonstrate how your profits will keep your business fluid while you're able to pay off a loan. Or would you prefer to take on investors? Give a detailed description of how you'll use your funds. Specify if you need funds to buy equipment, materials, cover payroll or other specific bills. Include your strategy for paying off debt or selling the business.

Financial projections: Here you want to convince the reader that your business plan is stable, will remain solvent and will be a financial success. List the collateral you will put up against a loan. Provide a prospective financial outlook for the next five years. Include forecasted income statements, balance sheets, cash flow statements, and capital expenditure budgets. For the first year, be very specific. Use monthly projections if possible. Make sure to clearly explain your projections, and match them to your funding requests. This is a great place to use graphs and charts to tell the financial story of your business.

Appendix: Use your appendix to provide supporting documents or other materials were specially requested. Common items to include are credit histories, resumes, product pictures, letters of reference, licenses, permits, patents, legal documents, advertisements from competitors, trade news about your product, materials, or services, any contracts you may have now or which are on the table.

Tips for Writing a Business Plan



What is a business plan and why do I need one?

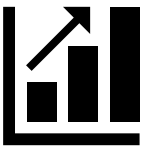
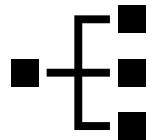
A business plan describes the strategy that the creators of an organization plan to follow as they build a new business...for instance, what steps will you take to start the business, and then what steps will you take to grow the business? The plan includes a description of the products or services that will be offered by the business, the customers, location, competitors, anticipated expenses, profit margin, plan to bring in employees, licensing or other special requirements and details specific to each industry, such as product shelf life and or cost of training staff. It should be written as a 3-to-5-year plan that includes short term and long-term goals. A business plan includes the mission statement and the vision for the organization. Use them to guide your structure and strategy. Business owners who need funding from another source to start the business – whether loans, grants or investors – will need a business plan to convince the grantors, lenders or investors that the business is a good investment.

A BUSINESS PLAN IS USUALLY REQUIRED TO OBTAIN FUNDING OR ATTRACT BUSINESS PARTNERS.

Is a business plan good for anything besides applying for funding?

Certainly. A business plan will guide you through the beginnings of your business. It will serve as a guide to get started, a measuring tool to keep you on track and a tool box notice problems and address them when they arise.

A business plan helps you monitor your cash flow, time and production rate to help you capture all of the aspect of creating your goods or services. It can be helpful in securing employees so you can attract a team that clearly sees and embraces your vision. It also provides a vision for potential partners or complementary business relationships, which can grow your business, or improve the environment for your business category.



If you can, incorporate graphs, charts, and visual displays of research, statistics and projections. They help readers stay engaged and visual descriptions appeal to different learning styles. They can also provide quick references.

Be prepared to make changes as the business develops!

Business Plan Basics:

- 1. Executive summary**
- 2. Company description**
- 3. Market analysis**
- 4. Organization and management**
- 5. Describe your services or products**
- 6. Marketing and sales goals**
- 7. Request funding**
- 8. Financial projections**
- 9. Appendix**



Maurice Sprewer

414.874.1657 (list the BEST contact number you have)

Maurice.sprewer@dwd.wisconsin.gov

(be sure that your email address is professional)

EXAMPLE of a FUNCTIONAL Resume'

Production Worker and General Laborer Committed to Safety and Quality

(personal branding statement - describes position and a quality that makes you great at it)

Summary of Skills: *(make sure the skills are relevant to the job you are applying for - usually found in the job description)*

- Sorting, grading, weighing, and inspecting products, verifying and adjusting product weight or measurement to meet specifications.
- Observing machine operations to ensure quality and conformity of filled or packaged products to standards.
- Monitoring the production line, watching for problems such as pile-ups, jams, or glue that isn't sticking properly.
- Attaching identification labels to finished packaged items, or cut stencils and stencil information on containers, such as lot numbers or shipping destinations.
- Stocking and sorting product for packaging or filling machine operation, and replenishing packaging supplies, such as wrapping paper, plastic sheet, boxes, cartons, glue, ink, or labels.
- Packaging the product in the form in which it will be sent out, for example, filling bags with flour from a chute or spout.
- Inspecting and removing defective products and packaging material.
- Starting machine by engaging controls.
- Removing finished packaged items from machine and separate rejected items.
- Counting and recording finished and rejected packaged items.
- Stopping or resetting machines when malfunctions occur, clearing machine jams, and reporting malfunctions to a supervisor.
- Removing products, machine attachments, or waste material from machines.
- Transferring finished products, raw materials, tools, or equipment between storage and work areas of plants and warehouses, by hand or using hand trucks.
- Packing and storing materials and products.
- Helping production workers by performing duties of lesser skill, such as supplying or holding materials or tools, or cleaning work areas and equipment.
- Counting finished products to determine if product orders are complete.
- Measuring amounts of products, lengths of extruded articles, or weights of filled containers to ensure conformance to specifications.
- Following procedures for the use of chemical cleaners and power equipment to prevent damage to floors and fixtures.
- Mixing water and detergents or acids in containers to prepare cleaning solutions, according to specifications.
- Loading and unloading items from machines, conveyors, and conveyances.
- Operate machinery used in the production process, or assist machine operators.
- Placing products in equipment or on work surfaces for further processing, inspecting, or wrapping.

Relevant Production and General Labor Experience

General Laborer (Position while incarcerated)

State of Wisconsin / Badger State Industries / FBOP *(whichever applies)*

year - year

City, State

Previous Relevant Employment

Previous Employer

year - year

City, State

Other Experience

Previous Relevant Employment

Previous Employer

year - year

City, State

Education

Relevant Education

(Relevant Degree / Diploma)

*Created by Maurice Sprewer Employment & Training Specialist / Reentry Coordinator
DWD / Job Service 4201 N. 27th Street Suite 602 Milwaukee, WI 53216*

ASA J. PETERS

1514 Campbell, D1 Jefferson City, Missouri 64108
(816) 667-0421 (816) 992-1421

AREAS OF RELEVANT SKILL

Multi-dimensional individual with experience as **heavy equipment operator, driver, or laborer** with technical knowledge in surveying, welding, and general maintenance. Excellent safety record and willingness to do more than what is expected. Communicate and interact effectively with diverse cultures.

- **Heavy Equipment Operations:** Forklift, Tractor, Loader, Backhoe, Motor Grader, Track Loader, Bulldozer, Bobcat Skid/Steer Loader, Scraper
- **Driver:** Dump Truck, Over-the-Road
- **Technical:** Surveying, Welding
- **Maintenance:** General, Preventative, Carpentry, Painting

EDUCATIONAL BACKGROUND

Linn State Technical College

Heavy Equipment Operator Certificate Course

Welding; Blueprint Interpretation; Surveying; Preventative Maintenance

American Truck Driving School

Over-the-Road Truck Driving Certificate Course

Northwest Missouri Community College

Introduction to Computer Information Systems; Basic Programming; Data Files; Structural Programming; Microcomputer Operating Systems

EMPLOYMENT HISTORY

TEMPORARY ASSIGNMENTS, Jefferson City & Cameron, MO

- Store Clerk/Stocker
- Library Clerk/Data Entry Clerk
- Computer Operator/Data Entry Clerk
- Chapel Head Clerk
- AM/PM Baker/Store Clerk

LINN TECHNICAL COLLEGE, Linn, MO

- Maintenance Technician – General maintenance, cleaning, carpentry, and lawn care.

SPRINGFIELD PARKS AND RECREATION DEPARTMENT, Springfield, MO

- Laborer, Park Maintenance

MAZZIO'S PIZZA, Springfield, MO

- Delivery Driver

DRIVEWAY PAVING, Toledo, OH

- Dump Truck Driver/Laborer

NORTH AMERICAN VAN LINES, Ft. Wayne, IN

- Over-The-Road Driver

This resume example created by and for *Expert Résumé's for People Returning to Work*

Wendy S. Enelow and Louise M. Kursmark
2003 JIST Publishing Inc. Indianapolis, IN

ARTHUR F. ECK, JR.

639 Arcadia Street Rochester, NY 12239
387-458-3241

OBJECTIVE

BREAKFAST and LUNCH COOK

To assist a restaurant in attracting and retaining a strong customer base,
by applying a passion for the culinary arts and a strong work ethic.

PERSONAL PROFILE

- Experience working in a kitchen environment, filling orders and developing menu items.
- Ability to get the job done by employing critical thinking and problem resolution skills.
- Work well as a team player and independently with very little supervision.
- Received commendations for being dependable and hardworking.
- Bilingual, Spanish and English.

COOKING SKILLS

- ✓ Prepared a selection of entrees, vegetables, desserts, and refreshments.
- ✓ Cleaned the grill, food preparation surfaces, counters, and floors.
- ✓ Met high quality standards for food preparation, service, and safety.
- ✓ Trained and supervised workers.
- ✓ Maintained inventory logs and placed orders to replenish stocks of tableware, linens, paper, cleaning supplies, cooking utensils, food, and beverages.
- ✓ Received and checked the content of deliveries and evaluated the quality of meats, poultry, fish, vegetables, and baked goods.
- ✓ Oversaw food preparation and cooking.

RESTAURANT EXPERIENCE

Kitchen Worker – State of New York (Coxsackie Correctional Facility); Coxsackie, NY

Short Order Cook – Rockies Breakfast Bar; Rochester, NY

Prep Cook/Laborer – New World Diner; Rochester, NY

Lunch and Dinner Cook – Albany's Italian American Restaurant; Albany, NY

MILITARY SERVICE

U.S. Navy – Machinist Mate E-3 – *Honorable Discharge*
GED obtained

Motivation Tips

From the Fair Shake Ownership Manual:

Self Motivation - While managers often try to find ways to motivate people from the outside, the best way to get things done is simply by wanting to do them. The more we align ourselves with our goals, values and interests, the more easily we can find the necessary motivation to carry out our tasks. Sometimes we have to keep our 'eyes on the prize' and work through things we really don't like – and sometimes we have to wait patiently - to get to the ultimate goal that we value the most.

"Whether you think you can or whether you think you can't, you're right." - Henry Ford

"He is able who thinks he is able." – The Buddha

Often people use - and many people want - **EXTRINSIC MOTIVATORS** (outside forces) to get us to do things we don't desire to do. Do we want to be lured by a Carrot? Do we prefer to be scared by a Stick? Bribe... or... threat? Encourage you to buy a gizmo with a coupon or make you worry that you will not be hip if you don't have the gizmo? Do you recognize these *extrinsic motivators*? You will find more examples of extrinsic motivators all around you once you start to take notice. Alas, extrinsic motivators work well to get us to do some things, but not everything.

We cannot always be pulled or pushed. Sometimes we just want to be interested in what we're doing!

The forces that can energize us through our most challenging and creative tasks are often our **INTRINSIC MOTIVATORS** (inside forces) that bring satisfaction when we do tasks we don't care for but can find meaning in. For example, hanging laundry may be your least favorite thing to do, but you need clean clothes. This mundane task can transform to something beautiful when it happens on a warm, sunny day in the early spring. Just knowing that a beautiful day of hanging laundry is possible makes it easier to hang laundry on less desirable days. Intrinsic motivators make the tough stuff tolerable and can even connect us to the rest of the people on the planet who are going through tough stuff. And also to the people who are enjoying the spring sun while hanging out their laundry.

When we have an inner goal, a desire to solve a puzzle, the wish to work out something by ourselves, we are often motivated with speed, stamina, determination and creativity! Often our values and beliefs provide the fuel for our intrinsic motivation motors.

Motivation Tips:

1. **Systematically and deliberately create success.** Decide what you want to do and what you will do when you get there. Now explore the steps you need to take to get you to where you want to be. Remember to anticipate the hurdles!
2. **Don't let your excuses get in the way.** You will come up with every excuse in the book to not move forward. You will even believe many of your excuses are legitimate. When you believe your excuses you can become stuck. Are you a victim or are you a creative thinker who can solve a problem?

3. **Change habits and behaviors that lead you to procrastinate.** Are you doing things that are holding you back? Schedule time to do nothing and other than that time, stay on track with your goals.
4. **Several small jobs done over short periods of time are more manageable than one large task.** Instead of focusing on the difficulty of the large task, break it into smaller jobs and create a timeline for finishing them.
5. **Try tackling the more undesirable tasks early** so that you can pursue more pleasant activities later in the day.
6. **Exercise self-discipline.** Say 'no' when you need to...to yourself and to others. Keep your "eyes on the prize!"
7. **Overcome procrastination and block out human and media obstacles.** Sometimes we have to just get started, even when we don't feel like we're ready, or even up for the task. Often just the ACT of getting started is enough to get engaged and encouraged. Refuse to let others divert you from your path! Procrastination is a self-defeating behavior that develops - in part - due to the fear of failure and paradoxically, the fear of success!
8. **Reward yourself.** Your self-motivation will increase enormously if you give yourself a pat on the back for a job well done. It feels great to accomplish tasks!
9. **Have fun!** Learning to enjoy yourself keeps you enthusiastic and motivated and helps you keep stress to a minimum. After all, good vibes create more good vibes!
10. **Imagine what the rewards will be when you finally reach your destination** and keep that thought foremost in your mind. You can also imagine the bad consequences (pain, frustration, the feeling of defeat) that may occur if you don't, if you prefer to look at it that way. Carrot or stick?
11. **Tell someone about your goals.** Show them or mark stages on a calendar to emphasize and visualize your goal. Check in with them periodically to tell them of your progress.
12. **Review your habits; do you see yourself accomplishing your goals?** You must change the habits that lead you to procrastinate in the first place. Lose, shorten or refuse to participate in demotivating habits during inappropriate times of the day (watching TV, disengaging from your goals) and replace them with habits that lead to engaging in and control of your life.
13. **Find your true interest.** If you dislike certain tasks, just look at them in the big picture...they are character building steps on the path of getting you to your greater goal.
14. **Make lists of the smaller jobs then tick off the work that you have completed.** Prepare a list of the things you have to do. Prioritize the list and then start ticking off tasks as they are completed. If you do this right, you may become motivated to complete them all!



PHILOSOPHY: our Human Operating System

"It's not fair!" "Good job." "Why can't I do that?" "You should eat more vegetables."

These statements, which seem to have nothing in common, are all based on beliefs, values, and judgement. These statements are all philosophical expressions.

According to the City University of New York's website, "philosophy is a combination of two Greek words, *philein sophia*, meaning lover of wisdom". Philosophy celebrates all kinds of thinking and provides a 'wholeness' about knowledge, recognizing that our beliefs about things are connected, and form the foundation of our epistemology or 'how we know what we know'.

Discussions about philosophy are often considered 'academic' or pointless, and are generally avoided yet, as demonstrated above, philosophy forms the foundation of the way we view the world and act in it. It also forms the foundation of how we believe people-in-society ought to act.

Philosophy covers: morals and ethics (which we all have, whether we articulate them or not). It also covers beliefs, values, and reasoning or logic; and the questioning of our assumptions about all of them - known as critical thinking.

Philosophy guides all learning, including what we determine is important to learn or whether we want to learn at all. Sadly, we are systematically denied a pursuit of the 'love of wisdom' in our basic mandatory school years. Rather than teaching us how to learn, or simply to love to learn, we are instead trained to accumulate and memorize facts, followed by dehumanizing testing to demonstrate retention. But memorizing is not understanding. It does not help us become caring or creative problem solvers. It does not help us listen or value each other's contributions to a collective community project. Aren't these skills at least as important as remembering how to multiply? (We can do that on a calculator anyway.) Testing kills our creativity...but we can revive it! We are never too old to learn, or to learn to love wisdom.

Socrates was a philosopher who loved to ask questions and to encourage others to ask questions. Socrates was not necessarily looking for answers. Instead, he often asked questions to understand how people think. Socratic questions, like the ones below, help us to understand each other:

- Why do you think that?
- What do you mean by that?
- Why is this question important?
- Could you put that another way?
- What do you think is the main issue here?
- Could you expand upon that point further?
- Why would someone make this assumption?
- Could you give me an example of what you mean?
- What assumptions can we make based on this question?
- Does this question lead to other important issues and questions?

As we will explore in the Moral Courage document, sometimes simply asking questions requires a great deal of courage. Although there is such a glut of information that it's difficult to make sense of it all, a lot of people are threatened when we ask questions...about the information, about beliefs or values and even about accepted norms, commonly called 'the status quo'.

But how can we learn if we don't ask questions? How can we grow if we don't question our own beliefs? How can we build a satisfying life if we don't determine what is valuable to us?

"The man who views the world at 50 the same as he did at 20 has wasted 30 years of his life."
- Muhammad Ali

WHAT IS PHILOSOPHY GOOD FOR?

Philosophy helps us:

- create meaning. Meaning guides our values, and values guide our lives.
- bolster our courage. People of all ages, all around the world, have endured and survived extremely difficult situations because of their beliefs.
- trust ourselves – our knowledge, our reasoning, and our beliefs! – and also to trust others, even when their beliefs are different from ours.
- understand identity: personal, group, national, global!
- recognize and address our desire to feel we have control over our lives, and help us grapple with our constant dual needs for autonomy and belonging
- interpret the world through different perspectives. We don't have to assume the perspectives, but understanding them can help us listen, understand, and 'walk a mile' in someone else's shoes

Moral Foundations Theory (MFT) www.moralfoundations.org

MFT was created by a group of social and cultural psychologists, including Jonathan Haidt, to understand why morality varies yet shows many similarities and recurrent themes. In brief, the theory proposes the concept of “intuitive ethics” used to construct cultural virtues, narratives, and institutions around the world. They consider these as universal moral foundations:

1) Care / harm:

This foundation is related to our long evolution as mammals with attachment systems and an ability to feel (and dislike) the pain of others. It underlies virtues of kindness, gentleness, and nurturance.

2) Fairness / cheating:

This foundation is related to the evolutionary process of reciprocal altruism. It generates ideas of justice, rights, and autonomy. [Note: In our original conception, Fairness included concerns about equality, which are more strongly endorsed by political liberals. However, as we reformulated the theory in 2011 based on new data, we emphasize proportionality, which is endorsed by everyone, but is more strongly endorsed by conservatives]

3) Loyalty / betrayal:

This foundation is related to our long history as tribal creatures able to form shifting coalitions. It underlies virtues of patriotism and self-sacrifice for the group. It is active anytime people feel that it's “one for all, and all for one.”

3) Authority / subversion:

This foundation was shaped by our long primate history of hierarchical social interactions. It underlies virtues of leadership and followership, including deference to legitimate authority and respect for traditions.

4) Sanctity / degradation:

This foundation was shaped by the psychology of disgust and contamination. It underlies religious notions of striving to live in an

elevated, less carnal, more noble way. It underlies the widespread idea that the body is a temple which can be desecrated by immoral activities and contaminants (an idea not unique to religious traditions).

5) Liberty / oppression:

This foundation is about the feelings of reactance and resentment people feel toward those who dominate them and restrict their liberty. Its intuitions are often in tension with those of the authority foundation. The hatred of bullies and dominators motivates people to come together, in solidarity, to oppose or take down the oppressor. We report some preliminary work on this potential foundation in this paper, on the psychology of libertarianism and liberty.

To explore more ideas in philosophy, check out the **Morals in Brief**, **JUDGE**, **VALUE**, and **BOUNDARIES** documents; or the reading list at the back of this book!

Advocacy - Justice Involved Organizations

Prisoner Visitation and Support (PVS) is a volunteer visitation program to Federal and Military prisoners throughout the United States.

1501 Cherry St
Philadelphia PA 19102
Phone: (215) 241-7117
PVS@afsc.org

<http://www.prisonervisitation.org/>

Advocacy - Justice Involved Organizations

Are you facing a legal issue, or just looking for more information about a specific legal topic? FindLaw's Learn About the Law section is the perfect starting point. Learn About the Law features informational articles about a wide variety of legal topics, as well as specific information about subjects such as how to hire an attorney and understanding your state's unique laws.
<http://www.findlaw.com/>

Citizenship - Birth Certificate

2 N. Meridian St.
Indianapolis, IN 46204
317-233-1325
Toll-Free: 1-800-382-9480

The certificate will cost \$100.00 plus \$4.00 for each additional copy.
https://www.in.gov/health/vital-records/order-now/#Order_through_Indiana_Department_of_Health

Citizenship - Consumer Services

The Consumer Services Guide is searchable directory of resources which can help you with consumer problems and questions. This link directs you to the Categories page, where you can search topics to find national, state and local resources.
<http://www.consumerservicesguide.org/resources/national/browse/category/>

Citizenship - Consumer Services

This is the states one-stop resource for consumer information and education brought to you by the Indiana Attorney General's Consumer Protection Division.
Here you can find the answers to questions on the minds of many Hoosier consumers just like you. Information on current topics such as identity theft, schemes and scams in the marketplace, rising fuel prices, prescription medication and recalled products is just a click away.
<http://www.in.gov/attorneygeneral/2336.htm>

Citizenship - Consumer Services

Toll-Free Consumer Hotline: 800-638-2772 (TTY 800-638-8270) 8 a.m. - 5.30. p.m. ET
CPSC is committed to protecting consumers and families from products that pose a fire, electrical, chemical, or mechanical health hazard.
<http://www.cpsc.gov/>

Citizenship - Legal Assistance

The ACLU has an affiliate in every state and Puerto Rico. Affiliates handle requests for legal assistance, lobby the state legislatures and host public forums throughout the year. Find your local affiliate by visiting their website.

Advocacy - Justice Involved Organizations

122 Commerce Street
Montgomery, AL 36104
(334) 269-1803

EJI is committed to ending mass incarceration and excessive punishment in the U.S., challenging racial and economic injustice, and protecting basic human rights for the most vulnerable people in American society. EJI is working to end our misguided reliance on over-incarceration.
<https://eji.org/criminal-justice-reform/>

Citizenship - Birth Certificate

Certified copies of birth and death certificates are available from the Indiana State Department of Health
<http://www.in.gov/isdh/20444.htm>

Citizenship - Birth Certificate

We work directly with hundreds of government agencies nationwide to provide consumers with the ability to securely order their vital records online. Government agencies across the nation trust VitalChek to handle your vital record orders, and you can too.
https://www.vitalchek.com/order_main.aspx?event type=birth

Citizenship - Consumer Services

Consumer advice, including what to do if you were scammed.
<http://www.consumer.ftc.gov/>

Citizenship - Consumer Services

NACAs mission is to promote justice for all consumers. We provide a forum for communication, education, networking, and information-sharing among consumer advocates across the country. We also serve as a voice for consumers in the ongoing struggle to curb unfair or abusive business practices that harm consumers. The National Association of Consumer Advocates (NACA) is a nonprofit association of more than 1,500 attorneys and consumer advocates committed to representing consumers interests.
<http://www.consumeradvocates.org/>

Citizenship - Department of Motor Vehicles

Indiana Government Center North
100 North Senate Avenue 4th Floor
Indianapolis, IN 46204
800-457-8283
<https://www.in.gov/bmv/>

Citizenship - Legal Assistance

Indiana Legal Services, Indiana Justice Services Offices throughout the state
Provides low-cost legal services to low-income, elderly, migrant farm worker clients. Click "Find Legal Help" tab for regional offices.
<http://www.indianalegalservices.org/>

Citizenship - Protection from Discrimination

The ACLU works in courts, legislatures, and communities to defend and preserve the individual rights and liberties that the Constitution and the laws of the United States guarantee everyone in this country.

<https://www.aclu.org/affiliates>

Citizenship - Protection from Discrimination

National Headquarters
4805 Mt. Hope Drive
Baltimore, MD 21215
(877) NAACP-98 (toll free)
(410) 580-5777 (local)

Works to eliminate disparate treatment in all aspects of law enforcement and criminal-justice systems, including capricious racial profiling practices. Works to ensure fair and equitable trials and sentences. Works to ensure felony re-entry. Promotes a moratorium on the death penalty. The NAACP has offices in all 50 states, including Washington, DC. Please see their website for information on your local office.

<http://www.naacp.org/>

Citizenship - Social Security Card

Getting a replacement Social Security number (SSN) card has never been easier. As long as you're only requesting a replacement card, and no other changes, you can use our free online services from anywhere.

<https://www.ssa.gov/myaccount/replacement-card.html>

Citizenship - Voting Rights

The Brennan Center map summarizes state laws on criminal disenfranchisement, which excludes millions of Americans from the democratic process.

<https://www.brennancenter.org/issues/ensure-every-american-can-vote/voting-rights-restoration/disenfranchisement-laws>

Computers and Technology - Equipment Internet and Training

Everyone On helps unlock social and economic opportunity by connecting low-income people to affordable internet service and computers, and delivering digital skills trainings. Find Low-Cost Internet Service, Computers and Free Training in Your Area!

<https://www.everyoneon.org/find-offers>

Education - Free Audio Books

Free cultural and educational media access.
<https://www.openculture.com/freeaudiobooks>

Education - Higher Education

Freshman Year for Free. Take tuition-free, high quality courses online from top institutions for college credit. Modern States Education Alliance is a non-profit dedicated to making a high quality college education free of cost and accessible to any person who seeks one. Its founding principle is that access to affordable education is fundamental to any philosophy that respects all individuals, and fundamental to the American dream. Modern States' initial program, Freshman Year for Free, is intended to let students earn up to one year of college credit without tuition or textbook expense. Modern States hopes to provide links for students to tutoring, mentoring and college advising groups as well.

<https://modernstates.org/?gclid=EAlaIQobChMIoIO>

<https://www.aclu.org/issues/smart-justice/re-entry>

Citizenship - Voting Rights

The Brennan Center map summarizes state laws on criminal disenfranchisement, which excludes millions of Americans from the democratic process.

<https://www.brennancenter.org/issues/ensure-every-american-can-vote/voting-rights-restoration/disenfranchisement-laws>

Clothing - Interview and Career Clothing

The mission of Dress for Success is to empower women to achieve economic independence by providing a network of support, professional attire, and the development tools to help women thrive in work and in life.

<https://dressforsuccess.org/affiliate-list/>

Education - Free Audio Books

Free public domain audiobooks. LibriVox has a huge selection of free audiobooks that are recordings of volunteers who have read chapters from books that are in the public domain.

<https://librivox.org/>

Education - Higher Education

A university that works for you. Our 100% online, tuition-free degree programs are designed to fit your life.

Programs: Business Administration, Computer Science, Health Science, Education, Associate Degree, Bachelor Degree, Master Degree

<https://www.uopeople.edu/>

Employment - Employment Services

We are dedicated to helping you find your next career! The National Urban League is a historic civil rights organization dedicated to elevating the standard of living in historically underserved urban communities. Founded in 1910, the National Urban League spearheads the effort of its local affiliates through the development of programs, public policy research and advocacy.

<http://www.nuljobsnetwork.com/>

Employment - Licensing Information

Find information about professional licensing and business permits.

<http://www.in.gov/pla/>

Employment - Staffing Agency

Manpower is dedicated to enriching people's lives with meaningful employment and development opportunities, as we have done for more than 60 years.

<https://www.manpower.com/ManpowerUSA/home>

Employment - Workforce Development

402 West Washington St.
Room W195

Indianapolis, IN 46204

317-232-2655

<http://www.in.gov/dol/>

Family - Child Services

Find information about child care, child support

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Employment - Employment Services

America Works includes work readiness training, vocational training, career placement, career advancement, and employment retention services. Our mission is to equip each individual who comes to our offices with the right tools so that they are able to provide for themselves and their loved ones. People find employment, and employers find talent! Due to the Coronavirus Pandemic, you must contact the office first before you can engage in in-person services. Click on the link above to find the location nearest to you.

<https://americaworks.com/virtual-contact-info/>

Employment - Staffing Agency

PeopleReady has re-imagined and simplified the path that connects people and work. Whether you need workers or you're looking for new job opportunities, we're ready to deliver results for you today.

<https://www.peopleready.com/>

Employment - Temporary Staffing Agency

We are always in need of dependable people who are ready to serve the growing needs of our customers. Labor Ready is an equal opportunity employer and encourages diverse candidates to apply for employment.

800-24-LABOR

<https://www.peopleready.com/>

Employment - Workforce Development

Job seeker resources, training, GED, job fairs and much more.

<https://www.in.gov/dwd/>

Family - Family Support

On any given day, an estimated 2.7 million children in America have at least one parent in prison or jail.

NRCCFI is the oldest and largest organization in the U.S. focused on children and families of the incarcerated and programs that serve them.

Disseminating accurate and relevant information
Guiding the development of family strengthening policy and practice

Training, preparing, and inspiring those working in the field

Including the families in defining the issues and designing solutions

<https://nrccfi.camden.rutgers.edu/>

Family - Parenting

1-855-427-2736

Weekdays: 10:00 am pst to 7:00 pm pst

The National Parent Helpline is here for you and is open to parents and caregivers of children and youth of all ages. They offer Resources, a Helpline and Printable Materials!

<https://www.nationalparenthelpline.org/find-support>

Food - Food Pantry

WhyHunger Hotline: 866-348-6479

Call, text or click on the link to their website to find food pantries, soup kitchens, summer meals sites,

and family services.

<https://www.in.gov/dcs/>

Family - Parenting

Call us at 855-427-2736 - English and Spanish 8 am - 8 pm Pacific Standard Time

We offer free emotional support through innovative, evidence-based programs proven to strengthen the empowerment journey of parents, children, youth, and communities.

Parents Anonymous is now a Free Evidence-Based family strengthening program for Parents or anyone in a parenting role, and Children and Youth, to address personal, psychological, peer, mental health, or substance abuse concerns.

<https://www.raisingfuture.org/>

Food - Food Pantry

There are several food pantries and food banks in the state of Indiana!

<https://www.foodpantries.org/st/indiana>

Food - Food Pantry

Find a food bank near you! The Feeding America nationwide network of food banks secures and distributes more than 3 billion meals each year. Contact your local community food bank to find food.

<http://www.feedingamerica.org/find-your-local-food-bank/>

Free - Free Phone

Assurance Wireless

P.O. Box 5040

Charleston, IL 61920-9907

1-888-321-5880

Assurance Wireless provides eligible consumers with free monthly data, unlimited texting, free monthly minutes plus a free Smartphone. Lifeline enrollment is available to individuals who qualify based on federal or state-specific eligibility criteria. Residents of homeless shelters, nursing homes and temporary addresses may also be eligible.

<https://www.assurancewireless.com/lifeline-service/s/what-lifeline>

Free - Free Stuff

We are a grassroots and entirely nonprofit movement of people who are giving and getting stuff for free in their own Towns. It's all about reuse and keeping good stuff out of landfills. Membership is free.

<https://www.freecycle.org/>

Health - Alcoholics Anonymous

There are over 118,000 Alcoholics Anonymous groups around the world. To find a local AA meeting today you can search by state, city, and day of the week. Can't find one close enough? Consider online AA meetings which offer the same wonder community from the comfort of your own home.

https://findrecovery.com/aa_meetings/

Health - Crisis Hotline

Domestic Violence Hotline 1-800-799-7233(SAFE)

StrongHearts Native Helpline 1-844-7NATIVE (1-844-762-8483)

government nutrition programs and grassroots organizations.
<http://www.whyhunger.org/find-food>

Food - Food Pantry

Ample Harvest works to reduce food waste by connecting gardeners to their local food pantries so that excess garden bounty can be shared with those in need. Use the search tool to look for a local food pantry near you.
<https://ampleharvest.org/find-food/>

Free - Free Stuff

Freecycle.org
<http://www.freecycle.org>

Health - Addiction Recovery

SMART Recovery is the leading self-empowering addiction recovery support group. Our participants

learn tools for addiction recovery based on the latest scientific research and participate in a world-wide community which includes free, self-empowering, science-based mutual help groups.

The SMART Recovery 4-Point Program helps people recover from all types of addiction and addictive behaviors, including: drug abuse, drug addiction, substance abuse, alcohol abuse, gambling addiction, cocaine addiction, prescription drug abuse, sexual addiction, and problem addiction to other substances and activities. SMART Recovery sponsors face-to-face meetings around the world, and daily online meetings. In addition, our online message board and 24/7 chat room are excellent forums to learn about SMART Recovery and obtain addiction recovery support. If you're new to SMART Recovery, get started with our introduction on the website.

<http://www.smartrecovery.org/>

Health - Alcoholics Anonymous

Find AA meetings throughout the state, in a variety of formats, to meet you where you are on your journey.

<https://sober.com/aa-meetings/indiana/>

Health - Free/Sliding Scale Clinic

1,400 Free and Charitable Clinics and Pharmacies provide access to healthcare for uninsured and underinsured people in communities across the U.S. Find one near you!

<https://nafcclinics.org/>

Health - Free/Sliding Scale Clinic with Dental

Listings that can help low-income and uninsured people connect with a clinic or community health center in their area. These clinics offer free and discounted rates for medical and dental care. Our county listings include contact information, a listing of services and any further remarks that may be pertinent to our users, such as free services provided, discounted services provided and clinic operating hours.

https://freeclinicdirectory.org/indiana_care.html

Health - Health Department

Every Hoosier reaches optimal health regardless of where they live, learn, work, or play.

Runaway Safeline 1-800-RUNAWAY / 1-800-786-2929

Human Trafficking Hotline 1-888-373-7888

Child Abuse Hotline - 1-800-4-A-CHILD

(1-800-422-4453)

Substance Abuse Treatment - 1-800-662-HELP (4357)

Center for Missing and Exploited Children (NCMEC) Hotline - 800-8435678

Sexual Assault Telephone Hotline - 800-656-HOPE (4673)

Suicide Prevention Lifeline Hotline - 800-273-8255
<https://www.acf.hhs.gov/acf-hotlines-helplines>

Health - Free/Sliding Scale Clinic

Clinics listed on our website offer services for free or at a reduced rate. Many clinics are operate under a sliding scale schedule. This means that costs to patients are calculated based on income.
<https://www.freeclinics.com/>

Health - Free/Sliding Scale Dental Clinic

We continuously update our website with new information on dental clinics. Many of the resources for dental care are free, but many are based on income and/or discounted in other manners. Please review the listings and contact the dental clinics through the websites provided (and/or phone numbers listed), to obtain full details. We do not offer guidance. If you find any of our information improper, or if you have any question, please email us at support@thedentistsnearme.com. We will immediately reply to your email.
https://www.usdentalservice.com/?gclid=EAIaIQobChMIyaH1p9_k9gIVWZcAAB0lrg1FEAEYASAAEgK7c vD_BwE

Health - HIV/AIDS Services

Find information about HIV/AIDs and state funded services

<http://www.in.gov/isdh/17397.htm>

Health - Narcotics Anonymous

Statewide. NA Help Line 1-866-258-6329

<https://www.narcotics.com/na-meetings/indiana/>

Health - Reduced Cost Medication

HELPLINE (800) 503-6897 in English or Spanish. Find help with the cost of medicine! We offer a free drug discount card that may help you obtain a substantially lower price on your medications.
<https://www.needymeds.org/drug-discount-card>

Money - Finances/Budgeting

800.388.2227

Free Credit Counseling! Our mission is to help all Americans gain control over their finances. For over 60 years, NFCC and its member agencies have helped people just like you pay off debt and grow in their financial capability. Our services help people overcome financial challenges at nearly every stage of life.

<https://www.nfcc.org/>

Money - Financial Management Literacy

Operation HOPE Headquarters
91 Peachtree Street NE, Suite 3840
Atlanta, GA 30303

All services can be found on the website.
<https://www.in.gov/health/>

Health - Narcotics Anonymous

Join the millions who have found comfort and hope within these nonjudgmental communities and have successfully freed themselves from the struggles of addiction. Find local NA meetings by location, day of the week, and time.
<https://findrecovery.com/na-meetings/>

Health - Reduced Cost Medication

(888) 311-6224 x115
Save an average of 15-55% on your prescriptions! Print a free card or download the app to your phone.
<https://www.americasdrugcard.org/index.aspx>

Money - Finances/Budgeting

GreenPath will work with you to build a personalized plan of action for regaining control of your debt. We assess your household budget, find places for you to save, and help you prioritize your payments to creditors and plan a lifestyle that you can afford. It all works toward helping you achieve your financial goals, better manage debt and avoid problems in the future. Available in Spanish.
<http://www.greenpath.com/>

Money - Finances/Budgeting

800.388.2227
Free Credit Counseling! Our mission is to help all Americans gain control over their finances. For over 60 years, NFCC and its member agencies have helped people just like you pay off debt and grow in their financial capability. Our services help people overcome financial challenges at nearly every stage of life.
<https://www.nfcc.org/>

Money - Free Credit Report

Free credit reports authorized by federal law. Federal law allows you to get a free copy of your credit report every 12 months from each credit reporting company.
<https://www.annualcreditreport.com/index.action>

Money - Social Security Benefits after Incarceration

Social Security and Supplemental Security Income Benefits
Individuals released from incarceration may be eligible for Social Security retirement, survivors, or disability benefits if you have worked or paid into Social Security enough years or Supplemental Security Income benefits if you are 65 or older, or are blind, or have a disability and have little or no income and resources.
If you believe you qualify, call our toll-free telephone number, 1-800-772-1213.
If you are deaf or hard of hearing, call TTY 1-800-325-0778.
<https://www.ssa.gov/reentry/benefits.htm>

Reentry Resource - Multiple Resources Available

Search for benefits in Education, Grants, Loans, Social Security, Housing and Utilities, Employment and Career Development, Financial Assistance and

888-388-HOPE (4673)

Operation HOPE has a series of programs to support your path to successfully improving your credit, reducing debt, increasing savings, buying a home or starting a business. Our programs and services, which serve youth and adults, are offered at no cost to you.
<https://operationhope.org/>

Money - Free Credit Report

Get a free copy of your credit report every 12 months from each credit reporting company.
<https://www.annualcreditreport.com/index.action>

Native Resources - General

The Administration for Children and Families Tribal and Native American Affairs (ACF) is committed to working with tribal nations and Indigenous communities across the United States to improve the economic and social well-being of children and families. ACF oversees more than 60 programs that empower families and communities, improve access to an array of services, and build strong and healthy communities. ACFs discretionary and mandatory programs award more than \$1 Billion each year to tribes, tribal organizations, and Native American organizations to:

- Protect and promote the vitality of Native American Languages
- Promote healthy prenatal outcomes and healthy development of children
- Provide affordable, high-quality early care and afterschool programs
- Prevent and protect children from abuse and neglect
- Reduce the causes of poverty and foster family economic security
- Improve the financial, emotional, and medical support children receive from their parents
- Reduce the risk of youth homelessness, adolescent pregnancy, and domestic violence
- Prevent human trafficking of Native people and assist survivors

<https://www.acf.hhs.gov/tribal-affairs>

Reentry Resource - Multiple Resources Available

Our findhelp technology powers Americas leading social care network. Our network features more than 300,000 free and reduced-cost programs in all 50 U.S. states, territories, and Puerto Rico, powering social care systems for hundreds of customers nationwide.
<https://www.findhelp.org/find-social-services/indian-a>

Reentry Resource - Multiple Resources Available

211 connects you with thousands of nonprofit and government services in your area. If you want personal assistance call the three-digit number 211 or 877-947-2211. A friendly voice to talk with you 24/7/365.
<https://in211.communityos.org/>

Shelter - Financial Counseling

HUD sponsors housing counseling agencies throughout the country that can provide advice on buying a home, renting, defaults, foreclosures, and

more.

<https://www.benefits.gov/categories>

Reentry Resource - Multiple Resources Available

Scroll down the page to find your state. Titles in the left column will lead you to resources available nationwide.

If you scroll down the page to find your state name, you can click on that for statewide resources.

<https://www.needhelppayingbills.com/index.html>

Shelter - Energy Assistance

The Energy Assistance Program (EAP) can help you pay your heat and electric bills! EAP is a federally-funded program through the U.S. Department of Health and Human Services (HHS) called the Low-Income Home Energy Assistance Program (LIHEAP). EAP provides a one-time annual benefit that can assist you with the high cost of home energy and can help if you are disconnected, or are about to get disconnected. However, an EAP benefit will not cover all of your annual heating and electric costs, so you should continue to pay your bills regularly.

<https://www.in.gov/ihcda/homeowners-and-renters/low-income-home-energy-assistance-program-liheap/>

Shelter - Homeless Shelter

The Homeless Shelter Directory provides listings for Homeless Shelters and Homeless Service Organizations around the country. This includes supportive resources.

<http://www.homelessshelterdirectory.org>

Shelter - Low Income Housing

U.S. Department of Housing and Urban Development
451 7th Street S.W.

Washington, DC 20410

Telephone: (202) 708-1112 TTY: (202) 708-1455

Find the HUD office near you!

<http://portal.hud.gov/hudportal/HUD>

Shelter - Low Income Housing

Housing Works fights for funding and legislation to ensure that all people living with HIV/AIDS have access to quality housing, healthcare, HIV prevention, and treatment, among other lifesaving services.

<http://www.housingworks.org/>

Shelter - Shelters

We provide an online directory of shelters in Indiana.

<https://www.shelterlist.com/state/indiana>

Shelter - Transitional Housing

Transitional housing is supportive housing that helps fight homelessness. Find transitional housing in your state by clicking on the link! We have over 6,864 transitional housing locations in our database. We also provide as much information on each housing location along with pictures.

<https://www.transitionalhousing.org/>

credit issues. This link sends you to a page that allows you to select a list of agencies for each state. You may search more specifically for a reverse mortgage counselor or if you are facing foreclosure, search for a foreclosure avoidance counselor.

<http://hud.gov/offices/hsg/sfh/hcc/hcs.cfm?weblistaction=summary>

Shelter - Housing Authority

Find a HUD location near you.

<https://www.hud.gov/states>

Shelter - Low Income Housing

Mercy Housing Gives a Home to Low-Income Families, Seniors, Individuals, and People with Special Needs Nationwide. Our mission is to create stable, vibrant and healthy communities by providing affordable, service-enriched housing.

<https://www.mercyhousing.org/regional-offices/>

Shelter - Low Income Housing

Find low income apartments in Indiana along with non profit organizations that help with low income housing along with HUD apartments, public housing apartments, public housing authorities, and housing assistance agencies.

<https://www.lowincomehousing.us/IN.html>

Shelter - Transitional Housing

1-855-860-3119

Transitional, sober housing provides supportive housing along with drug and alcohol treatment for selective locations.

<https://www.transitionalhousing.org/state/indiana>

Special Considerations - Aging and Disability Resource Center ARDC

Southwestern Indiana Regional Council on Aging (SWIRCA & More) is a not-for-profit, 501(c)3, public service organization that focuses its efforts on empowering seniors and people with disabilities to remain living safely in their own homes by providing information and supportive services.

<https://swirca.org/>

Special Considerations - Disability Support

Our Mission: The Arc of Indiana is committed to all people with intellectual and developmental disabilities realizing their goals of living, learning, working and fully participating in the community.

<https://www.arcind.org/>

Special Considerations - Elders

The world of job searching has changed drastically over the years. You now have more options than ever. We'll help you navigate through those choices and guide you through the process of applying and interviewing for your next job.

<http://www.aarpworksearch.org/Pages/Default.aspx>

Special Considerations - Sex Offense Reentry

Derek Logue

2211 County Road 400

Tobias, NE 68453

Once Fallen is a leading reference and resource site for Registered Citizens. It also provides useful information to those seeking to reform or abolish

Special Considerations - Disability Support

Government agencies and disability rights organizations in Indiana.
https://www.olmsteadrights.org/self-helptools/advocacy-resources/item.6756-Indiana_Disability_Resources_and_Advocacy_Organizations

Special Considerations - Elders

800-677-1116
Welcome to the Eldercare Locator, a public service of the U.S. Administration on Aging connecting you to services for older adults and their families.
<https://eldercare.acl.gov/Public/Index.aspx>

Special Considerations - Elders

All services can be found on the website.
<https://www.in.gov/fssa/da/>

Special Considerations - Veteran Support

We are a network of community, local, state, and federal partners that identifies and develops innovative and holistic approaches to assist justice-involved veterans.
<https://info.nicic.gov/jiv/>

Special Considerations - Veteran Support

24/7/365 Support - Call 800-273-8255 and Press 1
Or text 838255.
Connect with a real person who serves Veterans, Their Families, and Friends

<https://www.veteranscrisisline.net/>

Volunteer - Volunteer Opportunities

At JustServe, we believe that nothing should get in the way of organizations and volunteers coming together to do good things for the community.
<https://www.justserve.org/>

Volunteer - Volunteer Opportunities

We make it easy for good people and good causes to connect. We are a community that believes in the power of volunteering to enrich our lives and the world around us. Find locations to volunteer near you!
Virtual volunteer opportunities are also available -
<https://www.volunteermatch.org/virtual-volunteering>
<https://www.volunteermatch.org/>

the sex offense laws. Once Fallen answers hundreds of phone calls and letters, visits with legislators, assists registrants in connecting to available resources and support networks, and provides analysis research on sex offender laws FREE of charge.

<https://oncefallen.com/>

Special Considerations - Veteran Support

Thank you for your service to our country!
This page was created to assist veterans who are, or have been, incarcerated. There are several resources on this page that may help reduce the pressures associated with reentry.
<https://www.fairshake.net/veterans-page/>

Special Considerations - Veteran Support

Veteran Services.
800-457-8283
All services can be found on the website.
<https://www.in.gov/dva/veterans-services/>

Volunteer - Volunteer Opportunities

We make it easy for good people and good causes to connect. We are a community that believes in the power of volunteering to enrich our lives and the world around us. Find locations to volunteer near you!
VIRTUAL VOLUNTEER opportunities are also available -
<https://www.volunteermatch.org/virtual-volunteering>
<http://www.volunteermatch.org/>

Your Leisure Time - Leisure Activities

Whatever you're looking to do this year, Meetup can help. For 20 years, people have turned to Meetup to meet people, make friends, find support, grow a business, and explore their interests. Thousands of events are happening every day—join the fun.
<http://www.meetup.com/>

Sample Interview Questions

The interview is your chance to show an employer your unique qualities and it is also the time you can ask more about the employer, the company culture and the job you are applying for. Before you interview be sure to find out all you can about the company so you understand who they are, and also so the interviewer knows you care.

Interviews can be stressful; the best way to manage that stress is to be prepared. If you are ready to answer the questions below you will be prepared for most of the questions that might come up.

There are many variables that make finding a job even more complicated if you have a criminal record. How much should you disclose and when should you disclose it? How do you explain your criminal record and still land a job? How do you address it during an interview? We explore these questions and more at the end of this document.

Possible Interview Questions: About the Job and the Company

- Why did you apply for this job?
- What experience, skills and characteristics do you possess to do the job?
- Why do you think you are the best person for this job?
- Why should we hire you?
- What have you learned about our company?
- How do you see your role in joining this or any company?
- Describe good customer service.
- Describe handling a challenge with a co-worker
- Are you willing to travel?
- Do you have any limitations that would inhibit you from doing this job?
- How long do you think you would like to be employed by this company?

Possible Interview Questions: About You

- Tell me about yourself.
- What are you passionate about?
- What is your greatest strength? What is your greatest weakness?
- What do you do when you're angry?
- If you know your supervisor is wrong about something, how would you handle it?
- Describe a difficult work situation and how you dealt with it.
- Describe your work style.
- How would you describe the pace at which you work?
- How do you handle stress and pressure?
- Tell me about how you worked effectively under pressure.
- What motivates you? Are you self-motivated?
- What are your salary expectations? (if it is not listed with the job posting)
- What types of decisions are difficult for you? What types are easy?
- If you could relive the last 10 years of your life, what would you do differently?
- If the people who know you were asked why you should be hired, what would they say?
- Do you prefer to work independently or with others?
- Tell me about your ideal work environment.
- How do you evaluate success?
- What are your career goals? How do you plan to achieve these goals?
- Give an example of a goal you reached and tell me how you achieved it.
- Give an example of a goal you didn't meet and how you handled it.
- Give an example of how you set goals and achieve them.
- How do you handle a challenge?

Possible Interview Questions: Your Work History

- Tell me about ____ company listed on your resume.
- What were your duties, responsibilities, expectations...for the position and as an employee?
- What challenges did you face? How did you handle them?
- What did you like about this job? What did you dislike about this job?
- What was your biggest accomplishment at this job? At any job?
- What were your favorite and least favorite aspects about the people you worked with, including supervisors?
- What attributes to you like to see in a supervisor?
- What do you expect from a supervisor?
- Tell me a little about your favorite and least favorite supervisor.
- Why did you leave this job? (why did you quit or why were you fired?)
- Have you been in a position when you did not have enough work to do? What did you do with your time?
- Have you made a mistake? How did you handle it?
- Have you ever dealt with company policy you weren't in agreement with? How?
- Have you gone above and beyond the call of duty? If so, how?
- When you worked on multiple projects how did you prioritize?
- How did you handle meeting a tight deadline?
- What do you do when your schedule is interrupted? Give an example of how you handle it.
- Tell me about a difficult situation with a co-worker? How did you handle it?
- Tell me about your experience working with a team.
- Have you motivated employees or co-workers? Tell me about it.
- Give me an example of when you did and when you didn't listen.
- Have you handled a difficult situation with a co-worker? How?
- Have you handled a difficult situation with a supervisor? How?
- Have you handled a difficult situation with another department? How?
- Have you handled a difficult situation with a client or vendor? How?

Possible Interview Questions: Incarceration

- Why were you incarcerated?
- What did you learn from that experience?
- Do you have challenges or limitations that could affect your work schedule?
- What have you been doing to prepare for employment since you came home?
- Were you employed or in school when you were incarcerated? If so, tell me about your work. Tell me about your education.

Illegal questions:

- What is your age?
- How many children do you have? Are you pregnant?
- How much do you weigh? How tall are you?
- Do you live with anyone? Who?
- Are you married or in a relationship?

Legal alternatives:

- Are you over 18 years old?
- Can you lift 60 pounds?
- Is there anything that might interfere with your work schedule?

Related to Your Criminal Record

An employer may not ask questions about a previous arrest or conviction. They may ask if you have been convicted of specific crimes if they are relevant to the position being applied for. An employer may not refuse employment to someone just because they have a criminal record.

Lisa Pollan, site coordinator at LIFT-DC, says they encourage formerly incarcerated clients to collect "evidence of rehabilitation." This evidence should prove to employers that the client has changed since their offense and is now a responsible member of society. Evidence of rehabilitation can include:

- letters of recommendation from employers or advocates
- proof of training program completion/certificates (including during incarceration)
- participation in a mentoring or support group

For Job Applications, LIFT-DC counsels clients to do the following:

- **Only answer what is asked:** If a question asks if you have been convicted of a felony, you can say no if you only have misdemeanors. If a question asks if you have been convicted of a felony in the last seven years, and you were convicted 10 years ago, answer no.
- **Answer truthfully:** A company may hire ex-offenders but have a policy of terminating anyone who lies on an application.
- **Demonstrate change:** If you answer a question about your record by writing, "Yes, but I got my GED while I was incarcerated," you show that you are educated, focused and want to make positive changes in your life. You can also attach a written explanation of your situation, and proof of your rehabilitation.

Check out LIFT-DC for more tips on interviewing! <http://www.liftcommunities.org/>

From the National Reentry Resource Center:

<http://www.nationalreentryresourcecenter.org/faqs/employment-and-education#Q8>

How should job-seekers respond to questions regarding past convictions?

- Acknowledge the previous mistakes in a concise and businesslike way
- mention any relevant skills or interests developed while in prison or prior to entering prison
- reinforce a commitment and an interest in the new job, by stating, for example, "I'm more mature now and my top priority is to work at [company] to use my abilities, focus on the work, and make a fresh start."

Applicants should be familiar with their criminal history to answer accurately specific questions on job applications and in interviews.

Race/Religion

An employer may not ask you about your religion but it may come up if they ask you what days/times you are available. An employer may not judge you for being a part of any race or religion but may decide not to hire you if you are unavailable for any crucial time for the position you are applying.