

# REENTRY PACKET

Your Customized Guide to Support your Successful Transition



National Web-based Reentry Resource Center

[www.fairshake.net](http://www.fairshake.net)

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## 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!

**Education - Continuing Education**

It is the vision of the Ohio Central School System that all inmates of the Department of Rehabilitation and Correction will be provided the necessary academic, job training and social/emotional skills required for successful re-entry to society as effective, participating and productive citizens.

<http://www.drc.ohio.gov/education>

**Employment - Employment Services**

4100 Hunt Rd  
Blue Ash, OH 45236  
Store Phone:  
(513) 792-1500  
<https://www.smithsfoodanddrug.com/topic/careers-2>

**Employment - Workforce Development**

Department of Development  
77 South High Street, 29th Floor  
Columbus, Ohio 43215  
<https://development.ohio.gov/business/workforce-development>

**Family - Family Reunification**

5569 Kirby Avenue  
Cincinnati OH 45239  
513-873-7600  
Offering family reunification and other services.  
<https://www.justiceworksyouthcare.com/service-locations/ohio/>

**Family - Family Support**

(614) 466-4815  
This office oversees cash and food assistance programs, work support programs for recipients of cash and food assistance, the states child care program, refugee programs, and the Ohio Commission on Fatherhood.  
<https://jfs.ohio.gov/>

**Food - Food Pantry**

Find local pantries, soup kitchens, food shelves, food banks and other food help.  
<https://www.foodpantries.org/st/ohio>

**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 - 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/ohio\\_care.html](https://freeclinicdirectory.org/ohio_care.html)

**Health - Health Department**

246 N High St

**Education - Continuing Education**

Inside-Out Prison Exchange Program (Cincinnati)  
3800 Victory Parkway  
Cincinnati, Ohio 45207  
Facilitator, Inside-Out Class (Warren and Lebanon Correctional courses and Pathways course)  
513.706.1177

The Xavier Department of Criminal Justice offers YOU the chance to spend time behind bars in a state prison or at a halfway house and earn 3 hours credit while you do it. The Inside-Out Prison Exchange Program is a semester-long overview of current social justice topics, taught inside a local prison. Curriculum includes exploration of why people commit crime; what prisons are for; analysis of the Criminal Justice system; punishment and rehabilitation; victims and victimization; restorative justice; myths and realities of prison life. Incarcerated men and Xavier students; The men at Lebanon Correctional Institution (LeCI) go through the same screening process as Xavier students. They fill out a similar application and are interviewed by the same panel. The intention of the instructors is to choose a mix of students (race, socioeconomic, opinions, criminal history, education, etc.) to ensure class discussion is enriched by varying viewpoints.  
<http://www.xavier.edu/criminal-justice-program/insideout/>

**Employment - Temporary Staffing Agency**

1083 State Route 28  
Suite A  
Milford, OH 45150-2062  
513.334.4040  
<http://www.pridestaff.com>

**Employment - Workforce Development**

Useful resources for career seekers and employers, individuals with disabilities, veterans, internship opportunities, and more. Includes information on labor law and unemployment compensation.

<https://ohio.gov/jobs/>

**Family - Family Support**

Child care is available to help eligible parents/caretakers with child care costs while they engage in work, education, or job training. The program provides access to the early care and education experiences children need from birth through age 13.  
<https://ohio.gov/residents/resources/child-care-assistance>

**Family - Parenting**

<http://www.oh-pin.org/>

**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

Columbus, OH 43215

The website offers a range of public health information, tools, and resources. Our mission is "Advancing the health and well-being of all Ohioans."  
<https://odh.ohio.gov/>

### **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/>

### **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/ohio>

### **Reentry Resource - Multiple Resources Available**

Academic Programs  
Career-Technical Programs  
Career Enhancement Programs  
Advanced Job Training  
Apprenticeship  
Library Services  
Professional Development  
Transitional Educational Program  
Distance Learning  
Community Education  
Reading Rooms  
Education Intensive Program Prison (EIPP)  
Comprehensive Adult Student Assessment System  
Offender Workforce Development  
<https://www.drc.ohio.gov/reentry>

### **Shelter - Energy Assistance**

If you're having trouble managing your home energy costs, we can help. Our Energy Assistance Programs can help you manage your utility bills and improve your homes energy efficiency.

<https://development.ohio.gov/individual/energy-assistance>

### **Shelter - Homeless Shelter**

300 Lytle Street  
Cincinnati, OH 45202  
513-378-2534  
non-traditional group services, connections to community resources, and emergency housing for women involved in prostitution.

### **Shelter - Low Income Housing**

1300 Vine Street  
Cincinnati, OH 45210  
513-381-1171  
20 furnished apartments of permanent housing for homeless women and men.

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-services/what-lifeline>

### **Health - Alcoholics Anonymous**

Welcome to AA Ohio, a state-wide recovery resource devoted to supporting the men and women of Ohio. AA Ohio helps individuals struggling with alcoholism find the help they need on a local basis. Discover Ohio Alcoholics Anonymous meetings per county or city, and take the next step to overcome alcohol addiction.  
<https://alcoholicsanonymous.com/aa-meetings/ohio/>

### **Health - Free/Sliding Scale Dental Clinic**

The Web page provides a one-stop-shop for information, resources and support for Ohio's safety net dental clinics. Safety net dental clinics strive to provide oral health care to many people and their families who have low incomes. Services are provided regardless of a persons ability to pay. In general, safety net clinics are in communities where people with low incomes live. Find a location near you!  
<https://odh.ohio.gov/know-our-programs/oral-health-program/ohio-dental-clinics/ohio-dental-clinics/>

### **Health - Narcotics Anonymous**

Find Ohio NA Meetings Near You  
<https://www.narcotics.com/na-meetings/ohio/>

### **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>

### **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. The link is to the national listing; as of 4.1.22, Ohio does not have a unique state listing.  
<https://www.211.org/>

### **Reentry Resource - Reentry Coalition**

4545 Fisher Road, Suite D  
Columbus, OH 43228  
The primary goals of the OERC are to reintegrate offenders into society, maintain public safety, and to reduce recidivism across the state of Ohio. The strategic plan offers state and local partners the ability to recommend changes in reentry policies and practices. In addition, our community partners are afforded the opportunity to develop a work plan to implement those changes and to build statewide support for them.  
<https://drc.ohio.gov/reentry-coalition>

### **Shelter - Homeless Shelter**

2660 Diehl Road  
Cincinnati, OH 45211

### **Shelter - Low Income Housing**

Find low income apartments in Ohio 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/OH.html>

### **Shelter - Salvation Army**

Cincinnati and Northern Kentucky  
114 East Central Parkway  
Cincinnati, OH 45202  
513-762-5600  
<http://swo.salvationarmy.org/>

### **Shelter - Shelters**

1437 Walnut Street  
Cincinnati, OH 45202  
513-381-4941  
Emergency Shelter for singles.

### **Shelter - Transitional Housing**

Cincinnati, OH 45237  
513-631-4500  
transitional housing

### **Shelter - Transitional Housing**

2403 Auburn Avenue  
Cincinnati, OH 45219  
513-632-7179  
permanent housing for homeless

### **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/ohio>

### **Special Considerations - Disability Support**

Programs and services providing support to children and adults with disabilities. Resources include Early Intervention, Medicaid programs, and jobs programs to help Ohioans with disabilities to achieve quality employment and independence.

<https://ohio.gov/residents/topic-hubs/home-and-community/disability/disability>

### **Special Considerations - Elders**

The Ohio Association of Area Agencies on Aging (o4a) is a nonprofit, statewide network of agencies that provide services for older Ohioans, people with disabilities and their families.  
<http://ohioaging.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/>

513-661-4620

emergency shelter and social services for men.

### **Shelter - Low Income Housing**

2600 Victory Parkway  
Cincinnati, OH 45206  
513-641-4300  
<http://www.substancerehabcenter.com/treatment-centers/Ohio-OH/?city=Cincinnati&facility=8860>

### **Shelter - Low Income Housing**

16 W Central Parkway  
Cincinnati, OH 45202  
(513)721-4580  
Housing Authority, Low Income Affordable Housing, Public Housing  
<https://www.cintimha.com/>

### **Shelter - Salvation Army**

131 East 12th Street  
Cincinnati, OH 45202  
513-762-5655  
temporary, emergency housing for female clients with or without children,

### **Shelter - Shelters**

Emergency Family Shelter  
300 Lytle Street  
Cincinnati, OH 45202  
513-981-5800

### **Shelter - Shelters**

We provide an online directory of shelters in Ohio.  
<https://www.shelterlist.com/state/ohio>

### **Shelter - Transitional Housing**

Emergency Family Shelter  
Cincinnati, OH 45202  
513-981-5800  
temporary housing assistance for single females with or without children, single men with children and couples with or without children.

### **Shelter - Transitional Housing**

The mission of the Center for Respite Care is to provide quality, holistic medical care to homeless people who need a safe place to heal, while assisting them in breaking the cycle of homelessness.

Cincinnati, OH 45229  
513-621-1868

Supportive housing

<http://centerforrespitecare.org/about-us/>

### **Special Considerations - Disability Support**

Government agencies and disability rights organizations in Ohio.  
[https://www.olmsteadrights.org/self-helptools/advocacy-resources/item.6637-Ohio\\_Disability\\_Resources\\_and\\_Advocacy\\_Organizations](https://www.olmsteadrights.org/self-helptools/advocacy-resources/item.6637-Ohio_Disability_Resources_and_Advocacy_Organizations)

### **Special Considerations - Elders**

Click on the link to find services and resources.  
<http://www.seniorresource.com/ohio.htm>

### **Special Considerations - Veteran Support**

The Ohio Department of Veterans Services (DVS) serves Ohio Veterans by actively identifying, connecting with and advocating for veterans and

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their families. The DVS provides opportunities and resources for our veteran community through advocacy, collaboration and partnerships.  
<https://ohio.gov/government/state-agencies/departments-of-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>  
<https://www.volunteermatch.org/city/Cincinnati%2C+OH%2C+USA>



## **Employment Tips**

We often have to work our way up to the job we want; either because it is not available when we go to find it or we need more experience, education, preparation or time to get ready. Although we will spend time working at jobs that are not our preference, we can enjoy the interim more when we stay focused on our goals.

### **Start by asking yourself:**

- What kind of job or career do I want?
- What am I willing to do, learn or sacrifice to get that job or career?

Before venturing out into the world of work you will have to obtain necessary documents.

The most frequently requested documents are:

- Birth Certificate
- Driver's license or Basic Identification
- Social Security Card

The birth certificate and driver's license forms offered in our Employment Documents are samples. You can find links to the applications that you need in our Resource Directory!

### **Next, ask yourself the following questions**

- What occupations or industries in your area are in need of employees?
- What are your employment limitations due to your particular crime?
- What is the income you need in order to pay for housing, food, energy, phone, child support, restitution, transportation, etc? (check out our [Build a Budget Worksheet](#))
- Which strategies do you think would be most effective for "selling" your attributes?

### **To prepare to apply for a job you may want to create the following worksheets:**

- Inventory your work history in and out of prison
- List your training, skills, limitations, and health considerations
- Gather all the information you will need to fill out employment applications. Are you ready to fill them out online? (Several companies only accept online applications.)

### **Considerations and Preparation**

What are your employment resources?

- Classified ads (in the paper or locally found on-line)
- Applying for jobs with companies you want to work for
- Job Assistance and Job Training centers
- Craigslist, Monster.com, other job-search websites

### **Skills Assessment and Personal Strengths Evaluation**

Consider taking a free online self-assessment test help us see what careers we are suited for. If you type the phrase 'self-assessment test' into any search engine, several options will be available for you to check out.

### **Do you need clothes for your interview or new job?**

Check out Dress for Success, a global program that may have a location near you!

([www.dressforsuccess.org](http://www.dressforsuccess.org))

**Resume' and Interview tips:**

Two good places where you get the chance to show a company why they cannot afford NOT to hire you. Keep these tips in mind as you write your application or resume', and prepare for job interviews:

- Be cheerful in your in-person or telephone job interviews.
- Talk about the benefits of your experience and the relevant expertise you offer.
- Speak about the value you would bring to the company.
- Share stories in the job interview about success in prior assignments.
- Talk about your ability to work with a diverse group of people.

**Typical Barriers to Employment:**

- Lack of updated resume
- Appropriate clothing for job search
- Transportation
- Stable housing
- Substance abuse
- Poor interview skills
- Poor job search skills
- Not a high school graduate
- No documentation (ID, Social Security card)

**SMART: What is your strategy for overcoming barriers and creating success?**

You can create a clear strategy by following SMART guidelines:

*Specific Measurable Attainable Realistic Timely (or Tangible)*

**Specific** – what is the specific goal you wish to achieve?

Can you answer these questions?

- Who do you need to be involved?
- What do you really want to accomplish?
- When do you want to accomplish it?
- Where do you need to be to accomplish it?
- Why do you want to achieve this goal?
- Which things do you need to get in order and which are the constraints to achieving your goal?

**Measurable** – How will you know when you've achieved your goal? What criteria have you set up to measure your progress and reach your target dates?

**Attainable** – Can you see yourself achieving this goal? Can you see the path to get there and then see yourself in that place of having reached the goal?

**Realistic** – Are you willing and able to achieve the goal?

**Timely** – How long do you need to achieve your goal? Work out your goal date and then the smaller goals that must be met to meet that goal date?

**Tangible** – Imagine: can you taste, touch, smell, see or hear the results of achieving your goal?

## Interview Tips

Before you head to your interview, ask yourself these questions:

- Do you really want this job?
- Are you qualified for the job?
- Do you believe you can get the job?
- What attitude and information must you deliver to the employer to get the job?
- Are you ready for your interview?

If you decide you really want to get this job, consider these tips:

1. Keep your answers short yet full of information, unless you are asked to clarify. Try to put yourself in the interviewer's shoes; asking the same questions of many applicants! Fine tune your answers to the Sample Interview Questions and bring your authenticity and vitality to the interview.
2. Determine what your key strengths and assets are. Be sure to state them confidently a couple of times throughout the interview.
3. Prepare for a variety of interview questions. Consider the challenges you have overcome, the difficult interpersonal situations that you resolved with others, and several success stories.
4. Describe specific situations and accomplishments. Generalities fail to show the interviewer your strengths and assets and how they can benefit the company and the position that is available.
5. Put yourself on their team. Show how you fit in with the existing work environment and company culture. During the interview, align your language with the language of the team.
6. Observe your non-verbal communication. Are you saying what you mean to say? Practice answering some of the Sample Interview Questions in front of a mirror to see if your eyes and your gestures agree with your words.
7. Ask questions. Is this where you want to work? Find out what you need to know to accept the job. Also, the interviewer will see that you are taking interest in the company and work environment. That is an important quality in a team player.
8. Be sure to talk WITH the interviewer and not AT the interviewer. Interviews are stressful enough for both parties. Keep it human.
9. Research the company. Is it a right fit for you? Can you get behind the mission of the company? How much can you know about the work and the work environment before the interview?
10. Apply for jobs that you are skilled for and that you can appreciate...even if only as a stepping stone to your next job. If you truly want the job, you must be able to compete successfully with your competition. Authenticity shines through your words and your non-verbal communication.

## **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.