

# 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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# Maurice Sprewer

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*(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. 27<sup>th</sup> Street Suite 602 Milwaukee, WI 53216*

**Clothing - Interview and Career Clothing**

c/o Dress for Success San Antonio  
600 North Frio  
San Antonio, TX 78207  
Office: (210) 737-1515  
sanantonio@dressforsuccess.org  
<http://www.careergear.org/programs/job-readiness-program/>

**Clothing - Thrift Store**

4522 Fredericksburg Road.  
Suite B-61LL  
San Antonio, TX 78201  
Phone 210.737-1515  
<http://www.dressforsuccess.org/affiliate.aspx?sisid=61&pageid=1>

**Employment - Employment Services**

1318 SW Military Dr  
San Antonio, TX 78221  
Branch Hours  
7:30am - 5pm Monday - Friday  
Phone: (210) 927-9675  
Fax: (210) 924-0606  
<http://www.spartanstaffing.com>

**Employment - Licensing Information**

920 Colorado  
Austin, Texas 78701  
<http://www.license.state.tx.us/>

**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>

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

**Food - Food Pantry**

903-597-3663,  
800-815-3663  
<http://www.easttexasfoodbank.org/page.aspx?pid=363>

**Food - Food Pantry**

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

**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/>

**Free - Free Stuff**

Free stuff in your city. Please visit the website, look at the middle column once you're there, and under the FOR SALE header you will see a little link

**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/>

**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 - 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 - Workforce Development**

Search one of the largest job databases in Texas. Register for work so employers can find you. Use job search resources to increase your job opportunities. Get resume writing tips and learn job-winning interviewing techniques. Find resources on training and education programs. Explore programs available at community colleges, licensed career schools, universities and other training providers. Learn about programs that may fund training for eligible individuals. Use tools to help identify the types of training that could help you achieve your employment goals.  
<https://www.twc.texas.gov/jobseekers>

**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/>

**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

that says FREE. Follow that link and see all of the free stuff listed in your city! It is constantly being updated, so check back often.  
<http://craigslist.org>

**Reentry Resource - Multiple Resources Available**

San Antonio, TX 78228  
210-433-5998

**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://www.211texas.org/>

**Shelter - Homeless Assistance**

307 Dwyer Avenue  
San Antonio, Texas 78204  
(210) 225-2234  
<http://www.sanantonio.gov/>

**Shelter - Homeless Assistance**

1023 N. Pine St.  
Just east of Downtown San Antonio, TX 78202  
210-224-2351  
<http://ellaaustin.org/>

those in need. Use the search tool to look for a local food pantry near you.  
<https://ampleharvest.org/find-food/>

**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-services/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 - Health Department**

Health Promotion and Chronic Disease Prevention (HPCDP)  
Many services and resources can be found on the website.  
<https://www.dshs.texas.gov/health-wellness.aspx>

**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/texas>

**Reentry Resource - Multiple Resources Available**

We're Reentry Specialists; come see us! Many types of resources: housing, mental health, physical health, employment, family and much more.  
<https://www.bexar.org/1457/Reentry-Center-Program>

**Shelter - Homeless Assistance**

SAMMinistries on Blanco  
Phone - (210) 979-6188  
Fax - (210) 979-0813  
5922 Blanco Road  
San Antonio, TX 78216  
<http://www.samm.org/>

**Shelter - Rent Assistance**

1355 Central Parkway S  
Suite 100  
San Antonio, TX 78239  
(800) 722-6098  
Transportation Expense Assistance, Moving Expense Assistance, Housing Expense Assistance, Food Banks/Food Distribution Warehouses

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<http://www.operationhomefront.net/>

## 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.