

# 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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**This Reentry Packet has been customized for: Kester**

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# Culture Shock!

Most of the information Fair Shake shares is for everyone to read, because everyone plays an important role is creating opportunities for success after incarceration. This document has been created to increase generosity and understanding between the people who are coming home from prison and the people who have not experienced prison. Whether family, co-workers, neighbors, or friends, it's important to try to think about how hard it must be to 'hit the ground running' after living in such a stark and controlled environment, while gadgets, lingo, and trends are mutating quickly and constantly.

In many aspects, life in prison functions in opposite ways to life outside of prison.

Although we cannot grasp what prison culture is like, if we can imagine living for several years on a confined piece of land surrounded by fences while living, working and eating in cement buildings, we begin to scratch the surface of a very different daily life. Inside prisons (and outside of administrator's offices) we find few, if any, potted plants, curtains, pictures on the walls, or carpets on the floors to provide a little comfort and absorb sound. Sleeping quarters are often very small, sometimes made smaller by the addition of a toilet, a sink and possibly another person. Other sleeping spaces can include large dormitories filled with dozens of bunk

beds and little or no privacy or quiet. People in prison do things in large groups frequently, like dining and going to work, while everyone in prison is living within their own unique story, too, which may include difficult news from the doctor, a lawyer, or family and friends, at any time. Oftentimes people must bear their hard news alone.

Prisons have unique cultures, which can vary a great deal: over the years, within one institution, between institutions, and amidst the types of institutions (federal / state; or security levels). Not only do the people change, but also the philosophy and directive of "corrections".

We all become acculturated or "institutionalized" to places where we spend a lot of time: where we work, go to school, our neighborhood, etc. When we return home after spending time in another culture, our own customs can feel a little strange. We can adjust to a wide variety of conditions over time and even assume new cultural norms without consciously deciding to do so. Just as we need time to adjust to a new neighborhood or job, people coming home need time, generosity and understanding to adjust, too.

We have power! We can build relationships, trust and understanding by reducing expectations and projections; and by increasing listening and care.

## Consider just a small sample of cultural and lifestyle differences:

### Persona

**IN PRISON:** Survival in some prisons may require a tough appearance. Gentleness and kindness may be perceived to be weak, leading to a person being taken advantage of mentally, physically, or both. Maintaining a stoic exterior, keeping thoughts to one's self can be useful in prison.

**OUT OF PRISON:** Friendliness, smiles, and engaging conversations can show others we are open to interaction. These sociable attributes are critical for success many jobs.

### Trust

**IN PRISON:** Trust is hard to give and hard to gain. Concealment of emotions is important in many circumstances but it can make trust more difficult to attain.

**OUT OF PRISON:** One of our most treasured character traits is honesty. Trust is an important element in any relationship; whether with family, friends, or work-related. We work hard to build long- lasting relationships. It is within these deeper relationships that we can learn more about ourselves.

### Choices

**IN PRISON:** In addition to having an established schedule in prison, incarcerated people have few choices about where to go, what to wear, what colors they would like to see on the walls, or what they would like to eat for breakfast.

**OUT OF PRISON:** We constantly make decisions. Life moves at a brisk pace with frequent changes. We're constantly adjusting our plans, and re-prioritizing our goals to accommodate others and still keep time for ourselves. Lots of choice!

## **Gizmos**

**IN PRISON:** There are few gizmos. One gizmo is the music player. For twice the cost that unincarcerated people pay for a single song, an incarcerated person – who often earns about 1/100th of what they would earn outside of prison – can add a song to their MP3 player. Another gizmo is the 'public computer', which offers email and news within the institution. The most advanced gizmos are the tablets, which may or may not be free to the user. They offer email, music and movie services that generally come with a cost, and may include free services, too, such as books from Project Gutenberg, prison and education programming, or even Fair Shake's free software.

**OUT OF PRISON:** Gizmos, such as phones, tablets and laptops are ubiquitous. The devices demand attention which many of us eagerly provide. They offer non-stop distractions from 'real life' in the form of videos (many of which people make and post themselves), TV, social media, email, music and radio. Gizmos are also able to offer two-way communication through text, voice or video options.

## **Social Media**

**IN PRISON:** People watching TV together, people reading the same article and then talking about it, and even teleconferencing visits with family or friends are pretty much the extent of social media.

**OUT OF PRISON:** Social media is on almost every gizmo, and the pressure to join facebook, twitter, instagram and linkedin is great.

Many of us claim social media is 'pro-social' and boosts our awareness of current events and their meaning, but it has been tied to anxiety, depression and suicide.

## **Quiet Time**

**IN PRISON:** Prisons are noisy places. They offer few quiet places or opportunities for time alone. The buildings are made of concrete and offer few furnishings to reduce noise. When people get upset, they may become loud. Many incarcerated people keep earplugs with them at all times.

**OUT OF PRISON:** Life is very busy and we are constantly interacting; the gizmos make sure of that. We have to be strong and determined to carve out time to be alone...to reflect on our day, our perspective, and life, or to sit quietly and listen. Quiet time can be rejuvenating and reaffirming.

## **Care-giving**

**IN PRISON:** Incarcerated people are not able to provide daily, in-person physical or emotional care for children, partners, parents, or pets.

**OUT OF PRISON:** Caring for others is constantly affirming, taxing, challenging, and invigorating! We need to be needed, and we feel good supporting those we care about. Caring for others enhances our health!

## **Humanness**

**IN PRISON:** Incarcerated people may be referred to as "offender", inmate, or by their last name or ID number.

**OUT OF PRISON:** We can insist upon being treated with respect.

## **Physical Contact**

**IN PRISON:** Affectionate touch is brief and has been limited to family and close friends when they visit. Since COVID began, many visits have been replaced with teleconferencing.

**OUT OF PRISON:** Handshakes, hugs, back-patting, and other signs of affection are welcome and encouraged among relatives, friends, teammates and colleagues.

## **Information**

**IN PRISON:** Incarcerated people can access a limited amount of information through magazines, newspapers, television, radio, and letters. But a person can think, weigh options, and philosophize with others, and without a gizmo buzzing at them constantly.

**OUT OF PRISON:** We are overloaded with information, misinformation and disinformation, with very few tools to differentiate one from another and very little desire to hear things from outside of our bubble. Online, we have limitless reinforcements for our beliefs.

## **Patience**

**IN PRISON:** Incarcerated people must ask for - and wait for - assistance, services, and professional help including doctor visits, rides to see specialists, meetings with administrators, phone calls, and daily meals.

**OUT OF PRISON:** We are impatient. We want 'urgent care' and we can get medical help immediately, if necessary. We arrange meetings according to our schedule and we can spontaneously do things.

## **Consider these similarities, too!**

- In prison, people continue to love children, partners, parents, grandparents, sisters, brothers, other relatives, friends, colleagues, clergy, advocates, etc.
- We all appreciate humor and many of us support our favorite sports people / teams
- We all feel sad, scared, excited, angry, caring, anxious, blue and vulnerable at times.
- We are all concerned about safety, security, and the future.
- We all need - and deserve - feelings of self-worth, agency, dignity and belonging.

## Educate Yourself!

The Internet can be used as a powerful tool for growth; you can teach and learn many things by yourself! Education serves many purposes, among them: to help us understand things and also to understand ourselves, to help us make connections and decisions, to show others we are capable; to name but a few.

Basic academic education is not the key to knowledge. Knowledge involves many facets to learning: academic, experience, learning about yourself and your values, listening, learning to live in society, and more. The key to knowledge works when we integrate all of the aspects to make decisions and set goals.

Fair Shake brings together many free, online self-directed education resources for you to engage in education!

*Knowledge is power. Information is liberating. Education is the premise of progress, in every society, in every family.* ~ Kofi Annan

### Traditional Education

#### Education Basics

Free support for learners through High School or GED

#### Higher Education

Free university level or professional development resources.

### Non-Traditional

#### Life Skills

Tools for daily living, including finances, cooking, and creativity!

#### Employment Skills

Support from resume' building to professional development

**Khan Academy:** offers a library of over 3,500 videos which covers K-12 math, biology, chemistry, physics, the humanities, finance and history. Each video is approximately 10 minutes long. All materials and resources are free.



**GCF Learn Free:** Provides quality, innovative online learning opportunities to anyone who wants to be successful in both work and life. They believe there's freedom in the ability to learn what you want, when you want, regardless of your circumstances



**Massachusetts Institute of Technology's** free courses include materials from more than 2,000 courses, presenting virtually the entire curriculum of the Institute.



**Coursera** is an education platform that partners with top universities and organizations worldwide, to offer courses online for anyone to take, for free.



**Academic Earth** provides access to a world-class education and includes curated links to over 750 online courses and 8,500 individual online lectures, giving students of all ages unparalleled access to college courses they may otherwise never experience.



**Codecademy** is a great place to get started with programming! The lessons are very rewarding as your progress can encourage you with medals or allow you to post your progress on social media websites. The lessons are free; tests that offer certificates are available for purchase.



**Acámica** es el futuro de la educación superior en línea. A través de lo que llamamos microaprendizaje ramificado, ofrecemos cursos de calidad, accesibles, dinámicos e interactivos, que pueden ser tomados en cualquier lugar, en cualquier momento.



**CLEP** offers 33 Internet-Based Testing exams in five subject areas at over 1,800 college test centers, covering material taught in courses that you may generally take in your first two years of college. By passing a CLEP exam, you can earn 3 to 12 college credits. Exams cost \$80. There are text exams for you to use to prepare.



## **List of CLEP Exams: Match with OpenCourseWare Classes!**

|   |  |
|---|--|
| American Literature   | Western Civilization I:<br>Ancient Near East to 1648 |
| Analyzing and Interpreting Literature                         | Western Civilization II:<br>1648 to the Present      |
| College Composition and<br>Modular English Literature         | Science and Mathematics                              |
| Humanities Foreign Languages                                  | Biology  |
| French Language (Levels 1 and 2)                              | Calculus   |
| German Language (Levels 1 and 2)                              | Chemistry  |
| Spanish Language (Levels 1 and 2)                             | College Algebra                                      |
| History and Social Sciences                                   | College Mathematics                                  |
| American Government   | Natural Sciences                                     |
| Human Growth and Development                                  | Pre-calculus   |
| Intro to Educational Psychology                               | Business   |
| Introduction to Psychology                                    | Financial Accounting                                 |
| Introduction to Sociology                                     | Introductory Business Law                            |
| Principles of Macroeconomics                                  | Information Systems and<br>Computer Applications     |
| Principles of Microeconomics                                  | Principles of Management                             |
| Social Sciences and History                                   | Principles of Marketing                              |
| History of the United States I:<br>Early Colonization to 1877 |  |
| History of the United States II:<br>1865 to the Present       |  |

# Maurice Sprewer

414.874.1657 (list the BEST contact number you have)

[Maurice.sprewer@dwd.wisconsin.gov](mailto: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. 27<sup>th</sup> Street Suite 602 Milwaukee, WI 53216*

# ASA J. PETERS

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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

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## OBJECTIVE

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### *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.

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## PERSONAL PROFILE

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- 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.

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## COOKING SKILLS

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- ✓ 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.

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## RESTAURANT EXPERIENCE

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**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

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## MILITARY SERVICE




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

## WELCOME TO FAIR SHAKE! ➔ [www.fairshake.net](http://www.fairshake.net)

PRINT THIS PAGE to guide you as you explore the Fair Shake Do-It-Yourself Reentry Resource Center. There is a lot of information on the website! This guide will help you get find your way around.

### 3 important items for you to remember:

1. If you ever get lost on the website (or any website), click on the logo to return to the home page.
2. Words in blue are links to pages on our website, other websites or documents that you can also print.
3. Icons you will see:
  -  Available off-line and on-line
  -  Available on-line only
  -  Documents available off-line and on-line



➤ [Resource Directory](#)  
➤ [Resource Directory](#)

## Fair Shake Website Home Page: ➔ [www.fairshake.net](http://www.fairshake.net)



### Do It Yourself!

- You are unique! No one knows what you need better than you do
- Explore new opportunities!
- No tracking, nudging, or monitoring



### Fair Shake Reentry Tool Kit

- [Resource Directory](#)
- [Reentry Packet](#)
- [Ownership Manual](#)
- [Building Computer Skills](#)
- [Find a Job](#)
- [Become a Member!](#)
- [Educate Yourself!](#)

### Find RESOURCES:

Resource Directory – search our huge data base!  
Resource Guides – local, regional, and national brochures, books, and interactive websites

### Find EMPLOYMENT

Prepare For Work  
Find A Job (also includes Start Your Own Business)  
Help an Employer Hire You!

### Explore LEARNING OPPORTUNITIES

Formal, Informal, Non-formal  
Higher Ed, Life Skills, Lifelong Learning

### And Improve COMPUTER SKILLS!

Step-by-Step Tutorials and Internet Safety Tips

# SEARCH the entire Fair Shake WEBSITE

It is like a REENTRY, DEVELOPMENT and COMMUNITY-BUILDING LIBRARY!

You can find all the pages on our website from almost any location on our website! By hovering over the four menu tabs on the left side of our home page, you will activate the menu bar to reveal links to pages organized under headings.

## STEP BY STEP:

Look to the left side of any page and you will see a dark purple column. Do you see the words: Reentry Resources, Information Center, Member Menu and About Fair Shake? Hover your cursor (don't click) over the words Reentry Resources at the top of the column. To 'hover', move the cursor – which usually looks like an arrow – over a tab. You will see the cursor switch to the image of a hand. The Menu Title will then change to light-purple and the Menu will appear to the right. Next, you can move your cursor over the words in the menu. Hover over any of the titles and the color will change to orange and a line will be added underneath. Click on the title that interests you, and you will go to that page on the website.



Most websites work like Fair Shake:

- Click on the logo to return to the home page
- Find the sitemap at the bottom of almost every page
- Words that change color are often links
- Learn about an organization's Mission and Vision by visiting the "About Us" page.

Found at the bottom of each webpage, the Sitemap also shows all of the pages on the website:

Home / Sitemap / Privacy Policy / Help / Contact Us / Back to Top

## 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.

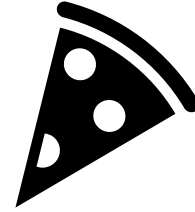
When we have an inner goal, a desire to solve a puzzle, the wish to work out something by ourselves, we are often motivated with speed, stamina, determination and creativity! Often our values and beliefs provide the fuel for our intrinsic motivation motors.

### 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!

# INFLUENCE



Mmmmm...I can almost taste the steamy, hot pizza slice on the television screen. I know that what I see is just an image, but my mouth still waters. My mind and body have been influenced by advertising which, hopefully, will be short-lived.

Throughout our lives, and often unconsciously, we are influenced. Events, experiences and ideas can change our life without our permission (especially throughout our early years!). As we get older, we start to learn that we have some power to decide how things influence us. We still mostly react to what comes at us from friends, family, co-workers, other people in the world, movies, advertising, television, social media, weather, animals, history, our projections (including fear, expectations and overconfidence) and much, much more...but by our teens we learn that we can call BS on something we don't think is right.

We influence others, too, of course: we smile, we say a kind word or a cruel word, we try to convince others to see our point of view.

Popular culture encourages us to believe we are easily influenced. We are pummeled with TV advertisements telling us to 'ask our doctor' to give us drugs...but then the newscasters tell us that the Sackler family is responsible for our addiction. What no one says is that we can say 'no' to the whole game. You won't see an ad or a news story telling you that you don't need to buy one product or service to share your unique and awesome power and gifts with the world!

We are persuadable, certainly, but we can push back on at least some of what we don't like. We can be stubborn and immovable when we feel it's important. We can learn to include our intentions in our response, reducing the likelihood that these powerful attempts to influence us will distract us from our goals.

In our early years we were not able to choose the impact of the influencers. We were shaped by them. In our early teens, we were told that our choices were limited and we should just comply with the status quo: to believe authorities and experts know what's best.

But we're fickle. We may hear, we may comply, and play the part, but many of us today find ways to be our authentic selves. Sometimes we are accepted for being different, but often we are encouraged to fit into a group. Our boundaries are useful here; we can be open to ideas – even when they are delivered by a powerful persuader, but then we can stop...and think! We can 'hear them' and then – if we wish – we can defend our perspective, our ideas, our choices.

Influencers only have the power that we give them.

"Between stimulus and response there is a space.

In that space is our power to choose our response.

In our response lies our growth and our freedom."

- Viktor Frankl

"No one can make you feel inferior without your consent."

- Eleanor Roosevelt

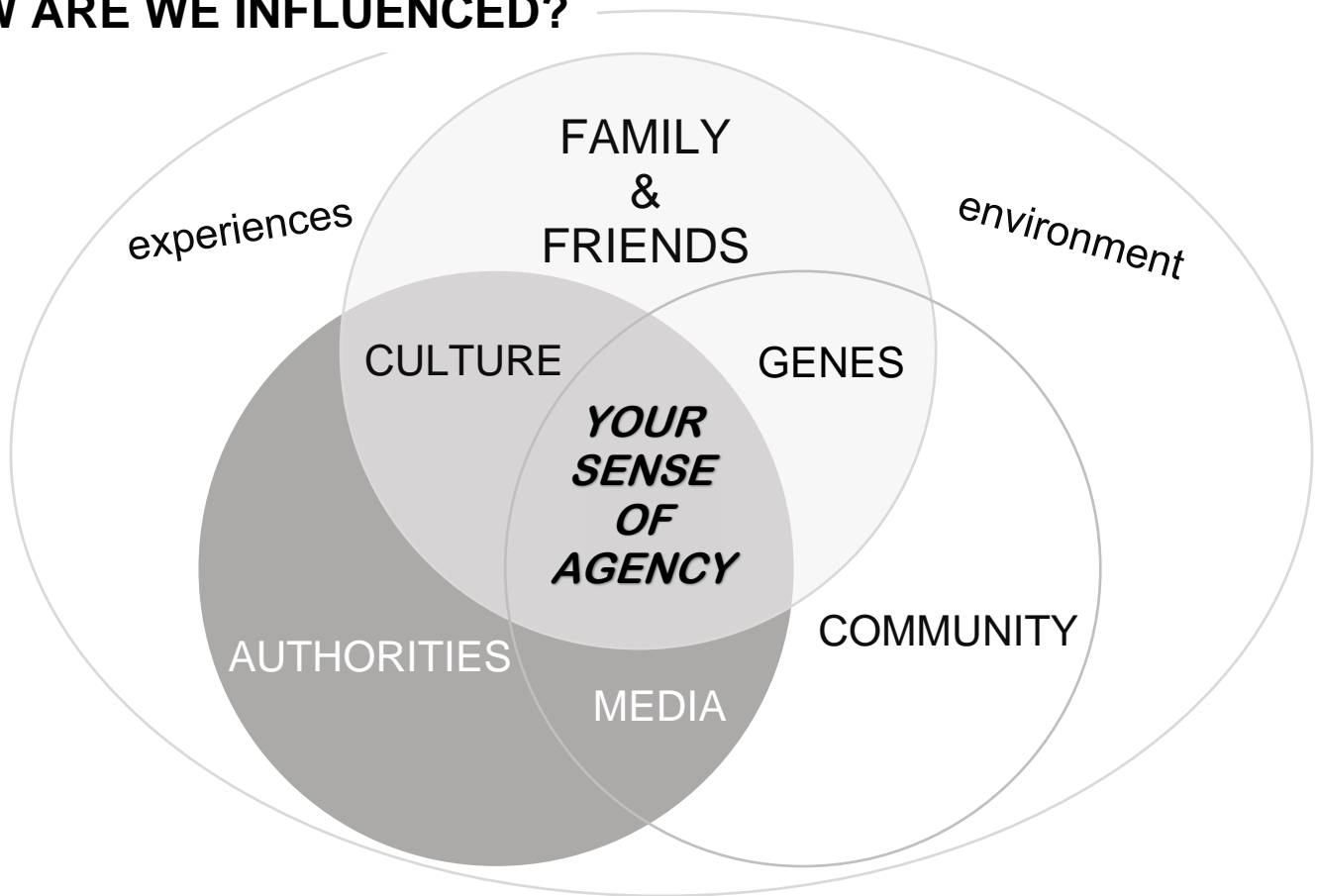
## Shortcuts to Remember Cialdini's Principles of Influence (formerly 6, now 7!)

1. **Reciprocity:** We feel obligated to return favors. For instance, if a sales person gives us something, we are more likely to say 'yes' to them.
2. **Scarcity:** We value things more if they seem scarce: this includes objects, information, food and opportunities.
3. **Authority:** We believe what experts say (the experts that we believe are 'trustworthy and credible').
4. **Commitment & Consistency:** People want to be consistent with what we've said or done in public.  
We are most likely to do what is consistent with what we've done in the past.
5. **Social Proof:** We trust the power of the crowd and like to be associated with popular things.
6. **Likability:** We like those who are like us. We say yes to people that we like by how they act or how they look.  
We are also more likely to say yes to people when we have things in common with them, receive complements from them, or share a cooperative endeavor with them.
7. **Unity:** What people have in common. "Inclusion fitness." Increased oneness and shared aspects of identity which reduces 'otherness' (Sue: one way to interpret our ubuntu nature ~ : )

Based on Robert Cialdini's **Influence: The Psychology of Persuasion - New and Expanded** (2021)

For more information on this topic, see Resisting Influence on page **xx**.

# HOW ARE WE INFLUENCED?



## YOUR SENSE OF AGENCY and FEELINGS OF SELF-EFFICACY

Your belief in your ability to control your destiny. This includes creating and maintaining clear boundaries.

**FAMILY & FRIENDS:** Love and acceptance are influential. Alongside these important feelings, we may also feel a great deal of pressure to conform to the group, including traditions.

**CULTURE:** What society accepts as 'normal', status, roles: examples can include parenthood, age, physical abilities, gender, race, religion, character, employment, etc., and stuff: money, bling, cars, clothes, et al.

**GENES:** Clearly they influence us, but how much? And can we still write a new script for ourselves?

**AUTHORITIES:** Can include family and friends, teachers/classroom settings, employers, legal agents (lawyers, police, judges, elected and appointed politicians), and – recently – entertainers can fall into this category!

**MEDIA:** All forms of video: movies, news, commercials, games, All forms of audio: music, podcasts, advertising, talk radio, All forms of print: newspapers, magazines, books, ads and All social media.

**COMMUNITY:** Norms, language, 'word of mouth' information sharing, power of the group.

## Dr. Zimbardo's Hints About Resisting Unwanted Influences On You

1. Let go of illusions of 'personal invulnerability'.
2. Engage in life and think critically!
3. Be aware of Cialdini's principles. Look for attempts to persuade you.
4. Be okay with saying: 'I was wrong' and 'I've changed my mind.'

5. Separate your ego from your actions; laugh at yourself each day.
6. Be aware of wanting simple answers or short cuts!
7. Develop and learn to understand the vague feelings called intuition.
8. Play devil's advocate!

9. Think hard.
10. Reflect on when, where and why we have rules.
11. Insist on a second opinion
12. Consider possible situational forces before judging behavior as 'character'.

## Fair Shake's

# MYTH-BUSTERS



**Myth: FALSE DICHOTOMIES** – The idea that you must choose between two options: Yes or No. Good or Bad. Right or Wrong. Candidate A or B. Rise or Fall. With Us or Against Us. Science vs Religion. Rational vs. Emotional. Individual vs. Group. and one that I've heard a lot in my life: "That's a man's (sport, job, perspective); it's not for women". (a form of yes or no) Whenever you need to make a choice, see if you can find 4, 5, or even 10 options!



**Myth: WE STOP LEARNING** – If I had never touched a flame before I turned 58 years old, I would learn to never touch one in the future if I touched one today. We acquire information constantly and we organize it into meaning. We may even care enough to find out how what we learned relates to what we already know and believe. One thing school failed to teach us is how to learn, and how to discern what we learn. The 'information sources' today are louder, strangely influential, and grossly incomplete. To get the full picture, we have to dig for information and ask good questions, while also trying to avoid getting overwhelmed or trapped. We must keep learning, and as we learn, we can learn to live together better! We do not have to accept limitations or acceptable levels of suffering. We are NOT STUCK. We can learn...and then change...whatever we want. "There is no inevitability as long as there is a willingness to contemplate what is happening." - Marshall McLuhan (author of The Medium is the Message)



**Myth: MERITOCRACY** - The more you learn the more you earn', 'you can make it if you try', 'pull yourself up', etc. Many ways to reinforce the idea that the people who have the money and the stuff are successful because they earned what they have, they got all their money through hard work and a shrewd (including a 100% respectful, environmentally-sound and firearms-free!) investment strategy. If only. Investing is almost never in line with our humanity values...yet it is always in our best interest to invest in humanity. Meritocracy is justified stratification; people above others for their achievements. Michael Sandel said: "We've slid into the assumption that the money people make is the measure of their contribution to the common good." I wonder how the merit idea would work if we increase accolades and 'status' based on care about others?



**Myth: INCARCERATION PAYS A 'DEBT TO SOCIETY'** - Why do we keep repeating this? Members of society believe that incarceration and the judicial system costs them money; they do not feel that they have been paid in any way. How could they? The only debt that has been paid is the one requested and required by a heartless and hungry punitive system. Society has little faith that 'the system' is providing the information necessary to reengage successfully. Together, we can change this. The 'justice system' is the only group getting paid.



**Myth: WE ARE FRAGILE** - The "Helping" Industry relies on us being weak. ACE (Adverse Childhood Experiences) scores may describe some aspects of people, but they in no way represent who we are. Many of us with high ACE scores have also become even more than resilient, we are now anti-fragile because of our challenges. This means that the adverse conditions made us stronger than we would have been without them.



**Myth: TV NEWS INFORMS YOU OF WHAT IS GOING ON** All you get from any single news source is what they want you to see and believe. What they show us is what their sponsors want them to show us. Sponsors demand support, so the advertisements determine the 'news' you'll see on TV. Social Media cannot be counted on to inform us of anything but an opinion. To get more pieces of the whole story, we must consider information offered by many news sources.



**Myth: WE NEED AUTHORITY AND MONEY TO 'FIX' OUR CHALLENGES** - Why would we ask the institutions, and the people who are complicit in maintaining them, to fix the problems they created? Winona LaDuke says: "You shouldn't let your dealer tell you what you need." Are we frustrated enough yet to work on the solutions together? We've been trained to believe these myths:

- Experts and 'science' have the solutions to our challenges; they will provide the relief for our suffering. Q: What if they are the cause of our suffering?
- Money will fix our problems. Does money build trust, cooperation and feelings of confidence? We have gifts to share with each other. Our focus on money continues to take away our power. Money does not give us power. Feelings of agency, support and capability give us power!



**Myth: INDIVIDUALISM** – Individualism is said to be a “fundamental American principle” so is authoritarianism, lying, stealing, false superiority and also the myth of the 'self-made' person and "united we stand".

INTERDEPENDENCE, on the other hand, is a fundamental planetary principle. We can easily see our impact on the environment and on each other because of our insatiable pursuit of more stuff; a belief created to fill the hole created by 'individualism'. The Rev. Desmond Tutu reminded us that "the solitary individual" is a contradiction in terms.



**Myth: "FREE-MARKET CAPITALISM"** - You'll find that file between Easter Bunny and Santa Clause. The game is rigged. Capitalism offers some opportunity, but 'the market' does not **respond to our needs**. Instead, it manufactures our desires and externalizes unhealthy costs.



**Myth: NOTHING WORKS:** Roger Martinson wrote, "the represent array of correctional treatments has no appreciable effect - positive or negative - on rates of recidivism of convicted offenders." In the magazine Public Interest (1974), he stated, "rehabilitative efforts that have been reported so far have no appreciable effect on recidivism." The way that I read this is: the ineffective 'programs' supplied by the prisons (or whomever else) did not impact the already low (compared to today) recidivism rate. He said that no single thing works because we are unique. We are not robots. One thing that always works is 100% pro-social: it's us working together!



**EMPLOYMENT AND EDUCATION REDUCE RECIDIVISM** Only YOU "reduce recidivism". You and nothing else. It is up to you to utilize education or employment opportunities to support your reentry success; YOU get full credit for how you apply your gifts. After all, employment and higher education did not keep Jeff Skilling, Bernie Madoff, Martha Stewart, Bill Cosby, Charles Kushner, or several elected representatives, out of prison.



**CRIMINOGENIC NEEDS** Incarcerated people have basic human needs; the same needs we all have. You are not different. This is yet another attempt to scientize othering.



**Myth: EXPERTS KNOW WHAT'S BEST**

Experts have agendas. Always consider who is paying the 'expert'. Non-profit status does not automatically indicate integrity. Professional 'fixers' are often poor listeners. Prisons, schools and hospitals tell us what we need, they rarely ask what we think or feel. How can they 'help' if they don't hear? We can learn to listen to ourselves and each other by asking questions. We can work, care, and grow together to build our capacity for complexity, cooperation, constructive learning, critical thinking, and agency! We are the 'experts' we've been waiting for.

# THE DIFFERENCE BETWEEN FAIR SHAKE AND A PROGRAM

| Fair Shake; the Un-Program  |   | Most Programs  |
|---|---|--|
| Build community   | When I receive questions from individuals, I turn to the 4000+ incarcerated newsletter readers to share their suggestions, reflections, ideas, and experiences. Each of us holds a wealth of information! We can look to each other for solutions, critical questions and support.  | Programs address one 'need'. They rarely support people outside of that one area and almost never build community between areas and among the incarcerated or formerly incarcerated. |
| Encourage feelings of agency and self-determination               | Fair Shake provides opportunities for people to pursue their own goals. We offer support to everyone to meet their universal human needs, including the need to understand themselves as a person-in-society vs. a person alone.  | Many programs are created to address 'criminogenic needs'. Many participants 'go through the motions' to get the certificate or check the box.                                       |
| Build knowledge base with incarcerated and non-incarcerated alike | I ask incarcerated people what they need to properly reintegrate into society. I share their ideas with all readers...for example, we built our free books, higher education and pen-pal lists through newsletter contributions!  | Programs tell people what they must do. They then provide ways to check to see if the participants are doing it. That's how they determine if it 'worked'.                           |
| Understanding and addressing complexity                           | Fair Shake offers a unique blend of interdisciplinary education opportunities Including: building capabilities, helping others, understanding ourselves, ways to collaborate, and leveraging community knowledge to address today's challenges.   | Programs mainly focus on fixing or addressing deficits. They target single aspects of a person, not the whole, messy, integrated person-within-community.                            |
| Multi-Stakeholder Approach  | Fair Shake is the only organization that offers free information for many stakeholder groups; providing a platform for us to all work together to build mutually-beneficial success.  | Programs are encouraged to work collaboratively but very few do so without funding that will support it.   |
| Educate and Leverage staff  | I share 'best practices' among the state and federal institutions, who have no opportunities to learn from each other. I strongly encourage prison staff to provide tools that returning citizens need for reentry success.   | Many programs rely on staff. They rarely, if ever, focus on problem-solving with corrections to improve outcomes or usefulness.  |
| FREE benefits   | <ul style="list-style-type: none"> <li>• Free of cost to anyone.</li> <li>• Free software for prisons and jails</li> <li>• DIY: no need for staff or supervision</li> <li>• Free to use and explore as you like!</li> <li>• Free National Resource Directory</li> <li>• Free from data collection and algorithms</li> </ul> | "Free" of financial costs for "Clients", but often paid for by the government to address 'needs'. Many resources are offered on 'referral' basis only.                               |

## Handling Frustration

### Dealing with frustration

Life is full of frustrations. From the minor irritations of losing your car keys to the major anxieties of continued failure towards a goal, frustration is not a pleasant emotion in any magnitude. Because of the unpleasantness of this emotion, people will often avoid anything that might lead to it. Unfortunately, many of the things we truly want to experience such as triumph, joy, victory and purpose require a great deal of frustration. Being able to manage frustration allows us to remain happy and positive even in trying circumstances.

In order to successfully manage frustration, you need to first understand what causes it. Frustration is simply caused whenever the results you are experiencing do not seem to fit the effort and action you are applying. Usually frustration is caused by a narrow focus on a problem that isn't resolving itself as you had hoped. This is a very simple concept, but it is an important step to solving frustrating problems.

### Frustration is Energy Consuming

Our energy as human beings is our primary currency we use to do anything. Physical, mental, emotional and spiritual energies all fuel discipline, creativity, courage and motivation. Anthony Robbins includes energy as the first key to success in any area of life. Stress in excessive doses is a negative emotional state that weakens the immune system and raises blood pressure as the direct result from a lack of energy. When we run out of energy we become useless.

Frustrating problems are incredibly energy consuming. Because these problems consume our energy in such great quantities, we need to be extremely careful that we don't try to keep running with an empty energy reserve. When this happens we burnout and require a long time to recover. The initial reaction of most people is to work harder when they encounter frustration. Although the intention to work harder makes sense, it often results in trying to spend more energy than we have available.

Why are frustrating problems more energy consuming than normal tasks? The answer to this is relatively simple. Because your action is not producing the results you expect, your brain naturally goes into full gear, rapidly consuming mental energy to solve the problem at hand. In this time it is very easy to run out of energy. When your energy stores are depleted this is when you become irritable, tired, stressed and sometimes even angry.

To get a little perspective on your issue, try broadening your focus from your current problem outwards. Try thinking about how the problem looks when you view it from a few weeks, a year, or ten years from now or compared to your lifetime?

Go outside and look up at the sky. Viewing the incredible expanse of space and time will ultimately make your problems look very small indeed.

Getting perspective when you are frustrated isn't a particularly difficult practice; the difficulty is in remembering to do it. It will be difficult to do this at first, but after diligent practice it will become a habit and happen automatically.

Nobody likes to feel frustrated. Unfortunately, frustrations are part of life. Learn to manage your frustrations so they don't leave you stressed, burned-out or depressed. Take breaks from your frustrations to recover your mental and creative energies. Reward your actions, not just your results and remember to gain a little perspective when you begin to feel overwhelmed. Don't let your frustrations prevent you from setting goals and living your life to the maximum.

Thank you Scott Young! Find more about this information here:  
<http://www.scotthyoung.com/blog/2006/06/10/dealing-with-frustration/>

**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 - Department of Motor Vehicles**

All types of Driver Services!

<https://azdot.gov/motor-vehicle-services>

**Employment - Employment Services**

A network of job seekers and employers focused on placement

[https://www.azdes.gov/employment\\_supports/](https://www.azdes.gov/employment_supports/)

**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**

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**

1-877-600-2722

For Arizona Job Connection inquiries, please call 602-542-2460.

The statewide workforce development network that helps employers of all sizes and types recruit, develop and retain the best employees for their needs. For job seekers throughout the state, we provide services and resources to pursue employment opportunities.

<https://arizonaatwork.com/>

**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/what-lifeline>

**Citizenship - Birth Certificate**

1818 W Adams St

Phoenix, AZ 85007

Phone: (602) 364-1300

The Bureau of Vital Records is responsible for maintaining and issuing certified copies of vital records, including birth, death, fetal death certificates and certificates of birth resulting in stillbirth for events that occurred in Arizona.

<https://www.azdhs.gov/licensing/vital-records/index.php>

**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**

2425 E. Medina Road

Tucson, AZ, 85756

520-434-3560

520-807-6251

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

**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**

2550 W. Ruthrauff Rd.

Tucson, AZ 85705

(520) 408-1140

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

**Food - Soup Kitchens**

1665 South La Cholla Blvd.

Tucson, AZ 85713

(520) 791-4353

Fax: (520) 791-4140

<http://phoenixrescuemission.org/>

**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.

**Health - Addiction Recovery**

368 East Grant Road, Suite C  
Tucson, AZ 85705

Tel: (520) 624-0250

Fax: (520) 623-7909

Free screenings for drug or alcohol addiction with a comprehensive recommendation of treatment. Various lab testing available, please call or stop in for pricing.

<http://centerforbehavioralhealth.com/treatment-centers/arizona/>

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

AZ Dept of Health Services page for 'sliding fee schedule clinics'.

<https://www.azdhs.gov/gis/sliding-fee-schedule/index.php>

**Health - Narcotics Anonymous**

Click on the link to find the meeting nearest to you. For Information on Meetings and Times Call 866-801-6621.

[https://findrecovery.com/na\\_meetings/az/](https://findrecovery.com/na_meetings/az/)

**Shelter - Homeless Assistance**

The first step on the pathway out of poverty starts with a conversation with one of Primavera's Resource Specialists. We are here to listen to your story, to work with you on what you need to move in the direction you set for your life. To meet a resource specialist, stop by Homeless Intervention and Prevention. No appointment necessary during scheduled business hours. Feel free to call anytime, 8:00 am – 5:00 pm.

Homeless Intervention and Prevention

702 S. 6th Avenue

Tucson, AZ 85701

Open Monday, Wednesday - Friday, 9:00 am – 12:30 pm

No appointment necessary

Casa Paloma (for women only)

Location is undisclosed

Call (520) 882-0820 for directions

Open Monday - Wednesday and Friday, 8:00 am – 12:30 pm

No appointment necessary

[http://www.primavera.org/index\\_flash.html](http://www.primavera.org/index_flash.html)

**Shelter - Low Income Housing**

Find low income apartments in Arizona 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/AZ.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/arizona>

[https://freeclinicdirectory.org/arizona\\_care.html](https://freeclinicdirectory.org/arizona_care.html)

**Health - Health Department**

Browse the page for a variety of health services.

<https://www.azdhs.gov/>

**Reentry Resource - Multiple Resources Available**

Our findhelp technology powers America's 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/arizona>

**Shelter - Homeless Shelter**

Primavera provides a variety of options from 5-day emergency shelter stays to 30-day motel stays to long-term affordable housing. If you are looking for more long-term housing, please click here to visit our Rental Housing page of Primavera's website Shelter for men

At the Mens Shelter you may receive these services:

Dinner, breakfast, showers, hygiene supplies, clothes, and laundry

Five night stay for everyone with extensions up to 90 days for those who qualify

Case management support for those who are working or looking for work

Case management support for those qualifying for medical, out-patient substance abuse treatment, or mental health concerns

Referrals to Primavera employment programs

The Mens Shelter is located at:

200 E. Benson Highway

Tucson, AZ 85713

[http://www.primavera.org/index\\_flash.html](http://www.primavera.org/index_flash.html)

**Shelter - Low Income Housing**

1525 N. Oracle Rd.

Tucson, AZ 85705

(520) 882-0018

Everyone deserves the power to live a meaningful life. Unfortunately, structural inequities create barriers for too many, closing off opportunities and fueling injustice. Our programs give individuals and families a seat at the table. We facilitate growth through five Areas of Impact:

Health & Human Services

Housing

Education

Economic Development

Advocacy

<https://www.cplc.org/housing/counseling.php>



## **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?

COMPANY OR  
EMPLOYER NAME: \_\_\_\_\_

POSITION APPLIED FOR: \_\_\_\_\_

APPLICANT TELEPHONE: \_\_\_\_\_

SOCIAL SECURITY NUMBER: \_\_\_\_\_

# Employment Application

YOUR NAME: \_\_\_\_\_  
Last First Middle

ADDRESS: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

ARE YOU LEGALLY ELIGIBLE FOR EMPLOYMENT IN THE U.S.A.?

☐ Yes ☐ No (If yes, verification will be required.)

I AM SEEKING A PERMANENT POSITION: ☐ Yes ☐ No

IF NECESSARY FOR THE JOB I AM ABLE TO:

Are you able to perform the essential functions  
of the position with or without accommodations?

☐ Yes ☐ No

Work (which shifts)? \_\_\_\_\_

Work overtime? \_\_\_\_\_

Provide a valid Alaska Drivers License? \_\_\_\_\_

IF NECESSARY FOR THE JOB, ARE YOU OVER (Please mark one) 14\_\_ 15\_\_ 16\_\_ 18\_\_ 19\_\_ 21\_\_

I WILL BE ABLE TO REPORT TO WORK \_\_\_\_ DAYS AFTER BEING NOTIFIED THAT I AM HIRED.

| EDUCATION:                               | Yrs. Completed | Field of Study | Graduate or Degree |
|--|----------------|----------------|--------------------|
| High School _____                        |                |                |                    |
| College/University _____                 |                |                |                    |
| Business/Technical _____                 |                |                |                    |
| Other (May include grammar school) _____ |                |                |                    |

MILITARY SERVICE: ☐ Yes ☐ No

Duty/Specialized Training: \_\_\_\_\_

REFERENCES: List two personal references who are not relatives or former supervisors.

|       |         |           |            |             |
|-------|---------|-----------|------------|-------------|
| Name  | Address | Telephone | Occupation | Years known |
| _____ | _____   | _____     | _____      | _____       |
| Name  | Address | Telephone | Occupation | Years known |
| _____ | _____   | _____     | _____      | _____       |

EMPLOYMENT: List last employment first. Include summer or temporary jobs. Be sure all your experience or employers related to this job are listed here, in the summary (following this section), or use an extra sheet of paper if necessary.

| Employer Name and Address | Position Title/Duties Skills  | Dates Employed<br>from to |
|---------------------------|-------------------------------|---------------------------|
| _____                     |                               |                           |
| _____                     |                               |                           |
| _____                     |                               |                           |
| _____                     | Supervisor's Name: Telephone: | Reason for leaving        |

| Employer Name and Address | Position Title/Duties Skills  | Dates Employed<br>from to |
|---------------------------|-------------------------------|---------------------------|
| _____                     |                               |                           |
| _____                     |                               |                           |
| _____                     |                               |                           |
| _____                     | Supervisor's Name: Telephone: | Reason for leaving        |

## EMPLOYMENT CONTINUED...

|                           |  |  |
|---------------------------|--|--|
| Employer Name and Address | Position Title/Duties Skills                       | Dates Employed<br>from                      to |
|                           |  |  |
|                           |  | Reason for leaving                             |
|                           | Supervisor's Name:                      Telephone: |  |

|                           |  |  |
|---------------------------|--|--|
| Employer Name and Address | Position Title/Duties Skills                       | Dates Employed<br>from                      to |
|                           |  |  |
|                           |  | Reason for leaving                             |
|                           | Supervisor's Name:                      Telephone: |  |

Summarize other employment related to this job: \_\_\_\_\_

Types of computers, other electronic or mechanical equipment that you are qualified to operate or repair: \_\_\_\_\_

Typing speed: \_\_\_\_\_ per minute.

Professional Licenses, Certifications or Registrations: \_\_\_\_\_

Additional skills including supervision skills, other languages, or information regarding the career/occupation you wish to bring to the employer's attention: \_\_\_\_\_

In case of accident or illness please contact: Name: \_\_\_\_\_ Daytime phone: \_\_\_\_\_

Address: \_\_\_\_\_ Relationship: \_\_\_\_\_

**Information to the applicant:** As part of our procedure for processing your employment application, your personal and employment references may be checked. If you have misrepresented or omitted any facts on this application, and are subsequently hired, you may be discharged from your job. You may make a written request for information derived from the checking of your references.

If necessary for employment, you may be required to: supply your birth certificate or other proof of authorization to work in the US, have a physical examination and/or a drug test, or to sign a conflict of interest agreement and abide by its terms.

I understand and agree to the information shown above:

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Equal Employment Opportunity:** While many employers are required by federal law to have an Affirmative Action Program, all employers are required to provide equal employment opportunity and may ask your national origin, race and sex for planning and reporting purposes only. This information is optional and failure to provide it will have no affect on your application for employment.

Employer Section: \_\_\_\_\_

## 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.

## **Interview Questions for You to Ask**

In an interview both you and the employer are finding out about each other. Asking these questions will show general interest in the business, and the team you are applying to work with. These questions show you care about the position and how you might fit. Asking questions will also help you understand if you think the environment is suitable for you.

Please tell me important information I should consider about working with this company:

- On average, how long do people keep the position for which I am applying?
- What strengths and skills do you think I should have to best fill this position?
- What employee qualities are encouraged here?
- Is this a friendly environment or are people pretty serious?
- Would you tell me about the challenges I might find working here?
- Which companies, products or services are our competitors?
- Is there an opportunity for promotion from this position?
- How often will I be evaluated?
- What are the businesses strengths? What aspects need improvement?
- What will be expected of me in the first 3 months? 6 months? Year?
- Are we encouraged to participate in things outside of work, like a softball league?
- In what ways does the company recognize and honor work that has been done?
- Will I have an employment agreement?
- Will I work with alone or with a group?
- Who will I report to? What kind of person are they?
- Are we anticipating any major changes in the workplace?
- How many applicants do you have for this position?
- What training do you provide?
- Does the company provide or support higher education or advanced training for employees?
- Is there anything else I can provide you to help you make a decision?
- How soon can I expect to hear from you?

Not all of these questions would apply to any one position. These questions are just examples to either pick from or open your mind to asking questions that will help you make sure the job is acceptable for you!

## **Favorite Verbs For Your Resume**

Originally "Our Favorite Resume Verbs" by Wendy Enelow

|             |               |               |             |
|-------------|---------------|---------------|-------------|
| Accelerate  | Collaborate   | Differentiate | Expand      |
| Accentuate  | Collect       | Diminish      | Expedite    |
| Accomplish  | Command       | Direct        | Experiment  |
| Accommodate | Commercialize | Discern       | Explode     |
| Achieve     | Communicate   | Discover      | Explore     |
| Acquire     | Compare       | Dispense      | Export      |
| Adapt       | Compel        | Display       | Facilitate  |
| Address     | Compile       | Distinguish   | Finalize    |
| Advance     | Complete      | Distribute    | Finance     |
| Advise      | Compute       | Diversify     | Forge       |
| Advocate    | Conceive      | Divert        | Form        |
| Align       | Conceptualize | Document      | Formalize   |
| Alter       | Conclude      | Dominate      | Formulate   |
| Analyze     | Conduct       | Double        | Foster      |
| Anchor      | Conserve      | Draft         | Found       |
| Apply       | Consolidate   | Drive         | Gain        |
| Appoint     | Construct     | Earn          | Generate    |
| Appreciate  | Consult       | Edit          | Govern      |
| Architect   | Continue      | Educate       | Graduate    |
| Arrange     | Contract      | Effect        | Guide       |
| Articulate  | Control       | Elect         | Halt        |
| Ascertain   | Convert       | Elevate       | Handle      |
| Assemble    | Convey        | Eliminate     | Head        |
| Assess      | Coordinate    | Emphasize     | Hire        |
| Assist      | Correct       | Empower       | Honor       |
| Augment     | Counsel       | Enact         | Hypothesize |
| Author      | Craft         | Encourage     | Identify    |
| Authorize   | Create        | Endeavor      | Illustrate  |
| Balance     | Critique      | Endorse       | Imagine     |
| Believe     | Crystallize   | Endure        | Implement   |
| Brainstorm  | Curtail       | Energize      | Import      |
| Brief       | Cut           | Enforce       | Improve     |
| Budget      | Decipher      | Engineer      | Improvise   |
| Build       | Decrease      | Enhance       | Increase    |
| Calculate   | Define        | Enlist        | Influence   |
| Capitalize  | Delegate      | Enliven       | Inform      |
| Capture     | Deliver       | Ensure        | Initiate    |
| Catalog     | Demonstrate   | Equalize      | Innovate    |
| Centralize  | Deploy        | Eradicate     | Inspect     |
| Champion    | Derive        | Establish     | Inspire     |
| Change      | Design        | Estimate      | Install     |
| Chart       | Detail        | Evaluate      | Instruct    |
| Clarify     | Detect        | Examine       | Integrate   |
| Classify    | Determine     | Exceed        | Intensify   |
| Close       | Develop       | Execute       | Interpret   |
| Coach       | Devise        | Exhibit       | Interview   |

These verbs have been generously provided by Wendy Enelow and Louise Kursmark  
Founders of The Resume Writing Academy [www.resumewritingacademy.com](http://www.resumewritingacademy.com)

## **Favorite Verbs For Your Resume**

Originally "Our Favorite Resume Verbs" by Wendy Enelow

|             |             |              |              |
|-------------|-------------|--------------|--------------|
| Introduce   | Organize    | Recapture    | Solve        |
| Invent      | Orient      | Receive      | Spark        |
| Inventory   | Originate   | Recognize    | Speak        |
| Investigate | Outsource   | Recommend    | Spearhead    |
| Judge       | Overcome    | Reconcile    | Specify      |
| Justify     | Overhaul    | Record       | Standardize  |
| Launch      | Oversee     | Recruit      | Steer        |
| Lead        | Participate | Recycle      | Stimulate    |
| Lecture     | Partner     | Redesign     | Strategize   |
| Leverage    | Perceive    | Reduce       | Streamline   |
| License     | Perfect     | Regain       | Strengthen   |
| Listen      | Perform     | Regulate     | Structure    |
| Locate      | Persuade    | Rehabilitate | Study        |
| Lower       | Pilot       | Reinforce    | Substantiate |
| Maintain    | Pinpoint    | Rejuvenate   | Succeed      |
| Manage      | Pioneer     | Remedy       | Suggest      |
| Manipulate  | Plan        | Render       | Summarize    |
| Manufacture | Position    | Renegotiate  | Supervise    |
| Map         | Predict     | Renew        | Supplement   |
| Market      | Prepare     | Renovate     | Supply       |
| Master      | Prescribe   | Reorganize   | Support      |
| Mastermind  | Present     | Report       | Surpass      |
| Maximize    | Preside     | Represent    | Synthesize   |
| Measure     | Process     | Research     | Target       |
| Mediate     | Procure     | Resolve      | Teach        |
| Mentor      | Produce     | Respond      | Terminate    |
| Merge       | Program     | Restore      | Test         |
| Minimize    | Progress    | Restructure  | Thwart       |
| Model       | Project     | Retain       | Train        |
| Moderate    | Promote     | Retrieve     | Transcribe   |
| Modify      | Propel      | Reuse        | Transfer     |
| Monitor     | Propose     | Review       | Transform    |
| Motivate    | Prospect    | Revise       | Transition   |
| Navigate    | Prove       | Revitalize   | Translate    |
| Negotiate   | Provide     | Satisfy      | Trim         |
| Network     | Publicize   | Schedule     | Troubleshoot |
| Nominate    | Purchase    | Secure       | Unify        |
| Normalize   | Purify      | Select       | Unite        |
| Obfuscate   | Qualify     | Separate     | Update       |
| Obliterate  | Quantify    | Serve        | Upgrade      |
| Observe     | Question    | Service      | Utilize      |
| Obtain      | Raise       | Shepherd     | Verbalize    |
| Offer       | Rate        | Simplify     | Verify       |
| Operate     | Ratify      | Slash        | Win          |
| Optimize    | Realign     | Sold         | Work         |
| Orchestrate | Rebuild     | Solidify     | Write        |