

## Removing Employment Obstacles for Ex-offenders

### overview

## Breaking Barriers

*In an effort to focus on some of the immediate concerns brought forth by job seekers with prior criminal records and barriers to employment, Fresh Start Community Services, Inc. and Maricopa Workforce Connections has partnered to provide a streamlined curriculum that helps prepare for workforce entry.*

**Step 1:** Attend job development workshops.

**Step 2:** Receive a Certificate of Achievement upon completion of workshops.

**Step 3:** Attend the job fair featuring employers who have agreed to consider hiring from the "Breaking Barriers" pool of candidates.

1. Assessment and Orientation
2. Career Assessment & Exploration
3. Basic Computer Class
4. Volunteer To Get Hired
5. Interview Techniques
6. Continuing Education
7. Resume Instruction & Writing Lab
8. Job Club
9. Financial Responsibility
10. Developing Your True Gift
11. Exit Survey

### About Us

## Fresh Start Reentry Center & Maricopa Workforce Connections



Maricopa Workforce Connections (MWC)! The MWC workforce investment board, is a policy and oversight board that partners with the

Maricopa County Board of Supervisors to deliver employment and training services in Maricopa County (outside the City of Phoenix).

The programs overseen by the MWC are designed for the purpose of developing a competitive workforce and reducing the number of public assistance recipients in Maricopa County. Target groups served include dislocated workers and economically disadvantaged youth and adults, although many services are available to all individuals with no eligibility criteria.

### Mission Statement

MWC's mission is to promote and facilitate strategic alliances among public and private stakeholders within the Maricopa County area to ensure workforce excellence and contribute to the economic vitality for area employers, incumbent workers and future workers.

### Vision Statement

All Maricopa County Residents and businesses will have opportunities to achieve maximum employment return on their skills, education and potential. All MWC businesses customers will realize enhanced competitiveness from our services.

Fresh Start Community Services (Fresh Start Reentry Center) A non-profit 501(c)(3) Arizona Corporation exist to help ex-offenders successfully re-enter communities upon prison release. And provide mail-in contact and referrals for current incarcerated individuals. With more than 2 million people incarcerated in federal, state and local jails, Our mission is to reduce recidivism.

Working as a collaborative catalyst with government and community agencies to provide resources for successful transition of persons into society. Educate the public, prospective employers, government agencies, community and faith-based organizations regarding the issues and needs of ex-offenders who re-enter society.

### Mission Statement

Fresh Start Community Services exist to reduce recidivism rates among men, women, adjudicate youth and youth at risk and by collaborating with state and community based agencies to provide resources for Job Training, Housing Assistance, Technology and Education Services.

### Vision Statement

To raise awareness of concerns and challenges of incarcerated men, women and youth at risk and provide support for their families.



The hardest work in the world is being out of work. ~Whitney Young, Jr

# S.M.A.R.T. Goals

## Setting SMART Goals

Goals are thoughts you have about the future that you wish to make happen. Some goals may matter more than others, and some may take longer to achieve. Below are five tips to help you create goals that will lead you to positive lifestyle change. Keep in mind that in order for goals to be effective they must be S.M.A.R.T goals.

### Terms behind the letters

• A smart goal is SPECIFIC so you can gauge your success. Your goal should specify one thing you want. It is not general, vague or confusing. It pinpoints one thing which you want and intend to pursue.



• A smart goal is MEASURABLE. Your goal should be set with an idea of when it will happen or how much time it will take to make it happen.

• A smart goal is ATTAINABLE. To achieve your goal, you must have the physical capabilities, skills, motivation and resources.

• A smart goal is RELEVANT to yourself and others. The achievement of a good goal is ultimately beneficial to you or to others. Achieving your goal will make the world a better place or make you a better person.

• A smart goal is TRACKABLE. By sharing your goal with others, you are able to track your goal and receive feedback about it. With a trackable goal, you'll also have a good sense for when you've achieved your goal.

**“A goal without a plan is just a wish.”**  
Larry Elder

# Identify A Goal

## Goals



Your challenge today is to identify a SMART goal in the specific areas of breaking your barriers that keep you from employment. Areas you may want to choose from:

- Continued Education (GED, Work Skills classes, College Degree)
- Employment Readiness (Resume, Job Search Skills, Interview skills)
- Learn Basic Computer Skills (Microsoft Office, Set up E-mail Account, Learn Web search skills)
- Community Volunteer (Give back to the community by volunteering)
- Self Employment Development (Turn hobbies, interest and skills into an income producing skill)
- Credit Reconstruction (re-establishing credit)
- Restorative Justice (Set Aside Convictions, Restitution, Victim Awareness)

### visions

## Goal # 1:



How is this goal SPECIFIC?

How can you MEASURE this goal?

Is this goal ACHIEVABLE? Yes no

How is this goal REWARDING to yourself and others?

Is this goal TRACKABLE? Yes no... How will you know when you have achieved it?

Three specific actions I will take to accomplish this goal are...

# West Valley: MWC

Whether you're just starting your job search or have been at it for months, MWC career seeker services are invaluable resource!

Check out all the classes available and more information online:

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

1040 North 95th Ave, Suite 160

Phoenix, AZ 85037

602.372.4200

Mon-Fri, 8 a.m. - 5 p.m. Excluding holidays



## Resume Instruction

An effective resume will sell your skills and abilities to the extent that a potential employer will want to know more about you. Its major purpose is to get you the interview. Topics covered in this module will be how to format and develop an effective resume, how to use a resume, how to formulate professional accomplishment statements, and resume do's and don'ts.

## Resume Writing Lab

Learn how to use the computer to write and format your resume in WinWay Resume, a program to assist you to develop your resume. Or, learn how to format your resume in MS Word. Once you have mastered your resume in the computer, you will be able to make changes and updates very easily in order to continuously keep your resume updated.

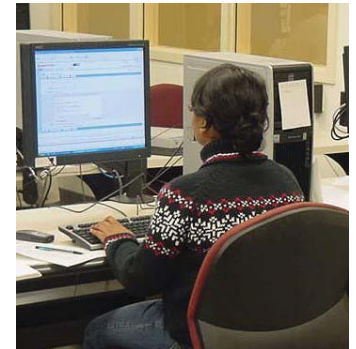


## Interview Techniques

In this class, you will learn how to answer tricky questions, the four components of every interview and how you can best share your information with the employer. Preparation for the interview will mean the difference between getting hired or not. You will learn how to formulate personal, positive responses to typical tough interview questions and you will understand how to sway the interview process in your favor.

## Job Club

The Job Club is held in each center on a weekly basis. Job Club is for anyone at any level who is seeking employment. Each week a different aspect of the job search is reviewed and discussed. The Job Club provides you with a plethora of information you will want to have at your disposal, as well as providing a wonderful networking and peer supportive environment.



## Basic Computer Class

Most of Job Search is computerized these days. For example, we can apply for jobs, review job descriptions, submit resumes via technology. In order for you to best use these resources we have added a basic computer class. You will learn the basics of using the computer, such as: use the mouse, cut and paste, save, print, etc. This class will be invaluable to you in conducting your job search!



Equal opportunity employer/program. Auxiliary aids and services are available upon request to individuals with disabilities. MWC products and services are made available through federal funding provided by the Workforce Investment Act.

## Career Assessment and Exploration

(using AZCIS) This class will give you the basis for doing an assessment, what information it will give you, how you can use that information in your career development and job search. You will also be given a listing of many Internet sites where you can conduct self-assessments on Aptitude, Interest, Personality, Work Values, Work Place Temperaments, etc.

Arizona Career Information Systems provides career exploration tools using AZCIS website to assess your skills, interests, values and sort occupations. Included also are linkages to training and education, wage trends, outlook, job banks etc.

## More classes offered

*Job Search in the 21st Century*

*Boomers and Beyond Job Club*

*Financial Aid Information*

*Where the Jobs Are*



## Check It Out!!

Finding the right job is more like a road trip than a Sunday drive. If you plan your trip, have a map, and write a schedule, you'll arrive at your destination and be there on time. Peter Newfield's Job-Search Checklist is like your job-search "trip planner". It's a simple to follow strategy to systematically pursue the job you want. We invite you to use the checklist and let us know how it works.

# Check List for Job Readiness

## Sharpen your job search skills.

The job search process is one that requires careful analysis, planning and dedication if you hope to succeed. For this, you will need a plan of attack.

## Identify potential companies that interest you.

These are companies that may offer positions comparable to those that would interest you whether advertised or not. Create an entry in the log for each of these companies with all available information you can find.

## Find out who's hiring.

Identify companies that are actively advertising positions that interest you. Create an entry in the log for each of these companies with all available information that you can find. Try going to their website or look them up by other means to find out as much as possible about these companies.

## Know what they're looking for.

Carefully read through job advertisements to identify common requirements among the companies/positions that interest you. This should be done according to the most basic skills and work your way up to more advanced skills.

## Highlight your strengths.

List these requirements from least important to most important or most demanding requirements. Now, go down the list and determine which of the key skills you possess.

## Revise your resume to match the job.

If various positions differ greatly in requirements or fall into two or more groups of similar companies/jobs, it is a good idea to use a certain resume for one group and another copy for another group.

## Step ahead of the competition.

Allow 2 days for local delivery, and four business days for the rest of the addresses you have sent your resume to. On the anticipated day of arrival of your resume, send a copy by email and announce the arrival of the hard copy in the mail.

## Follow up!

Make follow up calls with your resume and the advertisement (if available) in hand.

## Join us online

Come join our community forum and group discussions!

### Up To Date News

Find out what is going on in the Breaking Barriers community. Class schedule, job fairs and employment prospects.

### Activities

Find out what the other members are doing, share your own information. Share your success story. Upload your resume.

### Groups

Breaking Barriers group discussions on issues faced by ex-offenders. Bring together cohesiveness, problem-solving skills, active listening and leadership skills

### Forum

Ask questions, make friends and get help from others who are facing the same type of problems. Share your knowledge and ideas.

### Program Schedule

The Current Program schedule is posted for review.



Register for the next session  
online or call

**623-931-2801**



**DRESS FOR SUCCESS®**  
Going Places. Going Strong. PHOENIX



<http://breakingbarriers.fresh-start.org>