

Man, I Need a Job! 3rd Edition

This newly revised edition focuses on the special employment needs of people with a criminal history, including how to disclose the past on job applications and in interviews. Covers standard job search skills such as resumes, how to find openings and contact employers, with updated information on using the Internet to find a job. Offers advice on how to handle rejection, find help in the community, and what it takes to keep a job. A strong motivational tool, including coping skills needed to overcome a criminal stigma in the workplace. A highly focused and cost-effective guide to one of the key ingredients to successful reentry.

82 pages**\$ 7.95 single copy**

Contact OPEN for quantity discount information.



“In addition to a support system of family and friends, this is a transitioning offender’s best companion. You have done a great service by providing ex-offenders with realistic and practical ways to navigate the oft times daunting challenges of re-entering society.”

Jill Williams,
CD Educator,
CiviGenics, Tacoma, WA

“Your publication provides a valuable resource to criminal justice professionals who work with unemployed and underemployed offenders.”

Dan Richard Beto
Executive Director, Correctional Management
Institute of Texas, Sam Houston State University

For pricing and ordering information, please contact:

OPEN, INC. 1.972.271.1971
PO BOX 472223 1.800.966.1966
Garland, TX 75047-2223 1.972.278.5884 (fax)

www.openinc.org
info@openinc.org



Man, I Need a Job! 3rd Edition — Table of Contents

Introduction

Why Work?

Facing Our Ex-Offender Status

The Big Question

"Do I disclose my criminal history or NOT?"

Commitment

Preparing For the Job Search

Realities of the Job Market

Preparation

Attitude

Personal Evaluation

Goal Setting

Develop an Action Plan

Establish a Survival Plan

Necessary Documents

Strategy

Managing Your Plan

Conducting the Job Search

What's Out There

Networking

Finding Job Leads

Contacting Employers

The Job Application

The Resume

The Interview

Be Prepared

Job Interview Hints

Criminal History

What Is the Interviewer Looking For?

Sample Interview Questions

Follow Up

Overcoming Rejection

Accepting and Keeping a Job

Support from Others

For the Family and Loved Ones

Continued Growth

Reading List

Introduction

This book has three important goals. First, to help people labeled as offenders or criminals find and keep a job. No matter what level you're in – jail, probation, prison, parole, or after completing supervision – *if you have been convicted of a crime*, this book applies to *you*. The second goal is to help correctional personnel and counselors provide more meaningful employment training and support. And the third is to show the families of offenders how to help their loved ones and share in the joy of their successes.

Finding a job is a tough experience for anyone. Sometimes it turns into a nightmare of rejection and frustration. This is especially true for those of us seen as outcasts, outside the circle of social acceptance. One way to become an outsider is to be convicted of a crime. From the day the gavel falls, those branded as criminals or outlaws live under the shadow of their pasts. This burden often follows us as we search for a job and strive to put our lives together.

Being viewed as an outcast has a severe impact on how we relate to ourselves, loved ones, and the community. It may also affect our family and friends, bringing them emotional, financial, and social hardships. While society often rejects the criminal, those we love also pay a heavy price of guilt by association.

For many who get caught in the criminal justice process, the effects are minor and will pass with time. But for others, the weight of a criminal label follows them to the grave. Anyone who carries that label throughout life will face serious obstacles in job hunting, restricted housing opportunities, and in many other areas as well. However, it is NEVER the end of the

world – you *can* grow beyond it! To better prepare yourself for success in the community, be sure to read the other books in the *OPEN Information Series* (see rear of book).

Life after involvement in the criminal justice process is truly a rebirth, just as a town reconstructs after a devastating flood. After confronting the shock and dismay, we face years of hard work and determination in order to build a new and better life. While this is a constant, unending struggle, there are times of great achievement and satisfaction! This small book offers practical ideas and support for people determined to turn their hardship into a positive future. Not just a collection of empty words, *Man I Need a Job!* is a rich source of useful direction in the quest for a rewarding future.

As with every heavy experience in life, you stand at a crossroads: *give up or get up!* A criminal conviction seriously changes the lives of all involved, but it seldom ends our lives unless we let it. This crisis can be turned into a spring board to new opportunities – but *only* if it is viewed as a challenge and confronted with a strong heart.

For the ex-offender and his or her loved ones, employment is a critical part of the path back to self-respect and social acceptance. It is not the only requirement, but it plays a major role in rebuilding our pride, independence, and quality of life. Above all, this effort takes courage and determination. Never give up, because employment is an essential key to your future. Success IS possible – and YOU can achieve it!

— from *Man, I Need a Job!* 3rd Edition, page 1

Copyright 2004 © V.N. Rollo, Jr.



OPEN INC®

1.800.966.1966