

Attachment F

Sample Portfolios Portfolio Sample #1

EMPLOYMENT CHECKLIST:

Use this sheet as a checklist of information needed to start your job search. If you have all of this information available and completed then your job search will be much easier. Every detail on this list will be helpful when you are working on your resume or application for employment at a company.

PERSONAL INFORMATION

Name:
Home Address:
Phone Number:
Social Security Number:
Strengths and Abilities:
Hobbies:
Community Service Completed.

EDUCATION INFORMATION

Schools Attended with the addresses:
Dates of Attendance:
Copies of Certificates
Copies of Degrees
Educational Awards
Copies of Transcripts
Copies of Evaluations
Future Educational Goals:

INCLUDE IDENTIFICATION

Social Security Card
Birth Certificate
Driver's License or Picture ID

INCLUDE REFERENCES

Identification/Selection of up to three people who will give you a reference
Ask for their permission to use them as a reference
Verify their addresses
Verify their phone numbers
Ask them for a letter of reference

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RESUME TEMPLATE

The resume template organizes the information gathered from previous page. It is important that you complete gathering the information on the previous page. The information in the checklist will help you complete your resume.

****It is important to keep this document as simple and straight forward as possible.*** A resume states what's important about you in a concise manner and makes it easier for an employer to read. Employers who are interested in hiring you will need to see a resume similar to the one below.

Your Contact Information:

Name _____

Phone # _____

Alternate Phone # _____

Skills:

List all your skills. List both personal trait skills and work skills.

Work History:

List your work history STARTING WITH YOUR MOST RECENT JOB. (If you are unsure of the dates you began and ended a job, use your best estimate.)

Start _____ End _____ Name of Company _____

City and State _____

Your Title: _____

Start _____ End _____ Name of Company _____

City and State _____

Your Title: _____

Education Information:

High School Diploma ☐ Yes ☐ No Name of School? _____ GED ☐ Yes ☐ No

Certificate _____ License _____

On the Job training _____

College Courses _____ Other _____

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List any volunteer work, student activities, or internships: _____

HELPFUL INFORMATION WHEN TALKING TO CAREER CENTER STAFF:

This information is to be reviewed after you have completed the previous two forms so that you are ready to receive assistance from a career center. These tips are to help you while you are interacting with a caseworker. Become familiar with this information so when it comes time for them to help you, you will be able to ask them for the things that you need.

1. "Hello, nice to meet you my name is "_____" and I am looking for employment." I'd also like to attend a career center seminar, to find out more about your services."
2. "I would like to learn more about job training. I want to tell you that I have been incarcerated and need to begin steps toward employment."
3. "I would like to be assigned a case manager and I have already been enrolled into Mass Job Quest. Can you help me with obtaining a case manager?"
4. "I am a Veteran and would like to meet with a Veteran's Representative to find out about my benefits and to help me find a job." (*If applicable*)

HELPFUL INFORMATION WHEN TALKING TO A POTENTIAL EMPLOYER:

It is important to have a strategy when talking to employers in order to touch on some of your educational and work experience, and other skills.

1. "My previous educational and work experiences prepared me for a career in your field of _____. I feel that I can be a great asset to a company because of _____."
2. "As you know from my application, I was previously incarcerated. I wanted you to know that while I was incarcerated, I made use of my time working as a _____ within the prison. I have gained skills and experience and am now confident that I am prepared for a future in the field of _____, because of my experience."
3. If you have any questions about me from my parole or other supervising officer you can get in touch them. His/ Her name is _____ and you can reach them at _____.

For further information on how to talk to a potential employer, you can utilize your reentry center, career center or other prerelease services.

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INCENTIVES FOR EMPLOYERS

This information may be helpful when you talk to a potential employer or staff at a career center. This list of benefits includes those that are available on both the state and federal level. Employers who hire someone who has been formerly incarcerated may be eligible for some of these benefits. You should familiarize yourself with these benefits so that you can explain them to a potential employer. If you have questions, you can contact the references listed at the bottom of this page.

Benefits to Hiring Ex-Offenders

This information may be helpful when you talk to an employer or staff at a career center. This list of benefits is both on the state and federal level. If an employer hires an ex-offender they could be eligible for some of these benefits. You should familiarize yourself with them, so that you can explain them to the employer. If you have questions you can contact the people listed at the bottom of the page.

Work Opportunity Federal Tax Credit. Employers are eligible to receive up to \$2,400 in tax credits for hiring an ex-offender. Employers must make sure that they make the hire within one year of when the ex-offender was released in order to utilize this benefit.

(Queries Visit: <http://www.uses.doleta.gov/wotcddata.cfm>)

Federal Bonding. Business Insurance Policy. Insures businesses up to \$5,000 against any theft or loss of money resulting from in an ex-offender's dishonesty within the workplace. It is intended to reassure the employer that that the person hired will be an honest worker. (Queries Contact: David Sullivan at 617.626.5733)

Hiring Incentive Training Grant. The grant is open to all employers for training benefits. Its purpose is to persuade companies to hire people who have been out of work for a prolonged period of time. If a company hires a person that has been unemployed for a year or more they are eligible for up to \$2000 in training assistance money for that person.

Support Structures. – Ex- offenders face many challenges when they are reentering society. For this reason, the Massachusetts Parole Board offers many supports within its reentry programs. The Board works toward helping these members of society be clean from drugs by using mandatory drug testing, accountable to a place of work by their conditions of parole, as well as strict supervision in many aspects of their life. The Parole Board also offers services to ex-offenders in their Regional Reentry Centers. Some of the services provided are in the areas of housing, employment and even gaining personal identification. (**For Employers:** It is important to know that you can rely on Parole Officers as a resource to ensure that your employee is reporting to work and doing so in a professional manner.)

For more information on hiring ex-offenders, please you can contact David Sullivan or Christopher Foster.

David Sullivan
Director, Reentry Reemployment
Division of Career Services
Phone: 617.626.5733
dsullivan@detma.org

Christopher Foster
Job Specialist
Parole Board
Phone: 508.650.4529
christopher.foster@state.ma.us

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Sample Portfolio #2

Personal Information

- Name and home address
- Phone number and/or message number
- Strengths and abilities
- Hobbies
- Community service / Volunteer experiences

Education

- Schools attended with dates and addresses
- Copies of degrees, awards and certificates
- Assessments, transcripts and evaluations
- Future educational and employment needs and goals
- Employment assessment

Job Search Tools

- Completed job application
- Resume
- Cover letter
- Your release plan
- Appropriate job search clothes

Identification

- Social Security Card
- Birth Certificate
- Driver's License or Picture ID
- Selective Service / Military DD214
- Mass Health

References

- Identify / select / obtain permission / approval
- Verify reference addresses and phone numbers
- Reference Letters

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Advantages of an Employment Portfolio

- Improves self-esteem
- Targets positive aspects of the individual
- Provides “ready reference” of data
- Increases motivation
- Enhances job opportunities
- Improves organizational skills
- Strengthens job interview capabilities
- Demonstrates to the employer they are ready to be hired