

The Mock Job Fair Handbook



~EMPOWER YOUR FUTURE~



FEDERAL BUREAU OF PRISONS
Inmate Transition Branch
Washington, D.C. 20534
2007

Attribution: Parts of this publication have been copied or adapted from several government publications.

Additional information about the Bureau of Prisons offender transition program, including the dates of future job fairs and a copy of the Mock Job Fair Handbook can be obtained from the ITB web page: www.unicor.gov/about/about_fpi_programs/inmate_transition/ or through e-mail to smccollum@bop.gov or telephone 202-305-3860, 8128, 3553.

**The following additional publications are available from the
Inmate Transition Branch:**

•Employment Resource Handbook

•Institution Volunteer Handbook

•Community Volunteer Handbook

Table of Contents

First things first	1
Introduction	1
What is a job fair?	1
Why have job fairs in institutions?	2
Job fair models	2
Planning the job fair	2
Identify companies and/or agencies that may participate	3
Prepare inmates for the job fair	4
Inmates with special needs	4
Seek the support of other departments	4
Identify a location	5
Make a “to do” list	5
Keep the ball rolling	6
Establish a date and time	6
Identify conflicts	6
Get approval from the institution warden	6
Develop a theme	6
Submit the program proposal	7
Contact area employers	7
Identify the key players	7
Make verification calls	7
Send letters to employers	7
Follow-up	8
Send confirmation letters	8
Obtain company information	8
Services for special populations	8
Provide good directions	9
Directions from north, south, east and west	9
Schedule employer interviews with inmates	9
Use a scheduling system	9
Make copies and distribute them widely	9
Fax reminders to employers	9
Prepare folders and handouts for employers	10
Check-in reception area	10
The big day	11
Conduct the mock job fair	11
Timing is everything	11
Set up the interview site	11
Brief the employers on dos and don’ts	12
Close-out is very important	12
Employer recognition and Thank You	12
Conclusion	13

Appendix A	Sample Invitation Letter	14
Appendix B	15
	Inmate/Employer Interview Schedule Listed by Inmates	15
	Employer/Inmate Interview Schedule Listed by Company	16
Appendix C	Sample Confirmation Letter	17
Appendix D	Sample Interview Evaluation	19
Appendix E	Sample Interview Schedule (Inmate)	20
Appendix F	Sample Interview Schedule (Employer)	21
Appendix G	Sample Employer Job Fair Evaluation Form	22
Appendix H	Sample Inmate Job Fair Evaluation Form	23
Appendix I	Sample Staff Evaluation Report	24
Appendix J	Sample Interview Questions	25
Appendix K	Sample Thank You Letter	26
Appendix L	Sample of national companies that have participated in Mock Job Fairs	27

1

First things first

Introduction

Job fairs have been used by schools and other institutions for many years. They connected students with local company recruiters who might offer them jobs. State correctional institutions initiated job fairs as early as 1992. They were called “mock job fairs” since company recruiters were not expected to offer jobs, but rather were tasked with providing prisoners the opportunity to strengthen their interviewing and related job search skills. Company recruiters carried out the job interviews as if they were real, and during the last ten minutes of the scheduled half hour, critiqued the prisoners’ performance during the interview. The prisoners, many of whom had been out of the labor market for several years, benefitted from the experience, and were better prepared for job interviews upon release.

The Bureau of Prisons (BOP), building on the positive experience of state correctional institution mock job fairs, initiated a similar program in 1996. As the BOP gained experience and activated many new institutions, staff responsible for the job fair program received requests from both federal and non federal correctional institutions for assistance to conduct job fairs. This handbook was developed in an effort to respond to those requests.

What is a job fair?

A mock job fair involves gathering employers and related service agencies together in an interview and information format to allow inmates job interview experience. The interview format provides realistic job application and interview experiences to inmates who will be released to the job market in the near future. The information format provides job market information and contact opportunities that can lead to job interviews, further education and training options, and provide access to community services upon release from prison.

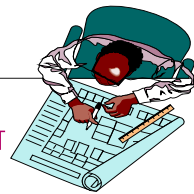
Why have job fairs in institutions?

Many inmates are unfamiliar with job search, application, and interview techniques. Pre-release and life skills programs can provide general job information and, in some cases, provide “practice” job interviews and application preparation. Job fairs, however, give inmates realistic experience where they can learn and improve their job seeking skills. Institutions that have job fairs develop valuable contacts with employers, and enhance the credibility of their programs with inmates and the community. As a result, many employers change their viewpoint about prisoners and prison programs, and look more favorably on hiring ex-offenders after being exposed to the prison and the inmates during the job fair event. This can contribute directly to the ability of inmates to get and retain jobs and be successful in the community.

Job fair models

There are three models for job fairs: the mock job fair interview model, the information model, or a combination of the two. The interview model includes 30 minute employer interviews of inmates. The information model involves providing information, on-site, from employers, education, social service, and related agencies (e.g., representation from half-way houses, Motor Vehicle Administrations, Veterans, Social Security and Vocational Rehabilitation Administrations, US and state employment agencies (One-Stop Shops), and Federal Probation). Each model can be alternated periodically, or combined to determine what works best in a particular correctional setting. The first order of business is to get organized and list the tasks that must be accomplished. The warden should appoint a job fair coordinator to organize all planning and implementation of the job fair. The job fair coordinator should recruit staff volunteers to form a job fair committee to share job fair responsibilities.

PLANNING



Planning the job fair

Literature about job fairs is available from the Inmate Transition Branch (ITB), Federal Bureau of Prisons (BOP). The job fairs have a proven track record in a variety of correctional settings, in BOP institutions, and in many state, county and metropolitan correctional institutions. The information provided by the ITB includes this Job Fair Handbook, job fairs videos, assistance in identifying employers and education and service agencies to invite to the job fair, and related job fair information.

Letters inviting prospective employers to participate in a job fair are critical. Sample letters, evaluation forms, other related material, and the time required to conduct the fair, can be found in the appendixes to this handbook.

Identify companies and/or agencies that may participate

A key component to the job fair process is identifying potential employers in an area reasonably close to the job fair site who might want to participate. Identify large companies that have local operations near the prison that is conducting the job fair.

In addition, strictly local companies that do business with the institution, such as local supply and parts stores, the local gas and electric companies, banks and insurance and construction companies, should be encouraged to participate. The Internet, the local chamber of commerce, the yellow pages, Better Business Bureau publications, and similar employer lists can help identify appropriate companies. An institution's community relations board, pre-release guest speaker lists, personal contacts, and any other resources available locally, can also help.

It is not inappropriate to consider that the local BOP institution carries on major business activities with these companies. A sample list of major employers whose local representatives have participated in Bureau of Prisons Mock Job Fairs is included in appendix L.

Many colleges have job fairs and may provide assistance in making employer contacts and in helping to sponsor the prison job fair. In advance of the job fair, check with the college career resource center, or extension or cooperative education division, to determine if they would be interested in offering employability and retention skills seminars to inmates who are scheduled to participate in the job fair. The seminars might cover such subjects as resume writing, job applications, employment folders, dress for success, the job interview, and related subjects. College credit for the courses could be optional.



You may also want to contact agencies that target individuals with disabilities or other needs and invite them to participate in the job fair. Contact the ITB office for names of employers who have **already** participated in correctional institution job fairs, and who may have a branch in your area.

Remember to check local employment (One-Stop Shops) and temporary job service agencies as possible job fair participants. Also, if an employer has already participated in a prison job fair elsewhere, this can be mentioned in your invitation letters.

Prepare inmates for the job fair

The selection of inmate participants is important, and preparing them for interviews with company recruiters is critical. Include those inmates who are eighteen months or less from release, and check to be sure they have completed a pre-release and/or life skills program.

Pre-release and life skills programs should include preparation of a resume, and completing job applications in a legible, accurate, and complete fashion. Spend some time on refresher training in these two important areas, and cover such additional subjects as good grooming and appearance, the importance of a firm handshake, speaking in a clear, concise, and friendly manner (a few smiles are in order), responding to the interviewers' questions in an open and sincere fashion, and avoid finger and foot "tapping," and other sign of nervousness. Encourage the participants to practice these interview skills with each other in advance of the job fairs. A wide variety of job related information is available in the institution's Employment Resource Center (ERC).

Each participant should have a folder that includes a resume, copies of work assignment or education progress reports, an education transcript, education certificates, proof of citizenship or a "green card," and other pertinent information. Inmates should be encouraged to save these folders to use when they are released to community corrections centers, or directly to their home communities. Picture IDs, social security cards and driver's licenses can be added to these folders during post-release residence in Residential Release Centers (RRCs).

Finally, all that takes place during job efforts should stress how important it is that the company and community representatives leave with a positive impression of the participants, and not with the stereotypical picture of inmates and prisons they might have had before their participation in the job fair.

Inmates with special needs

Keep in mind that hearing or visually impaired inmates, as well as those with physical or learning disabilities, may need special assistance to prepare for and carry out their interviews. The job fair committee or coordinator may want to meet with the institution psychologist, supervisor of education, and the involved case manager, to develop an appropriate plan of action for the effective participation of **inmates with special needs**.

Seek the support of other departments

Input regarding location of the job fair, custodial assistance, extra staff, and other institution support can be crucial to job fair success. A plan which involves the entire facility is also more likely to be approved by the institution's administration.

Identify a location

Many facilities have used their visiting room or gymnasium for a job fair. A location with an adjacent waiting area is desirable to allow inmates a place to prepare between interviews.

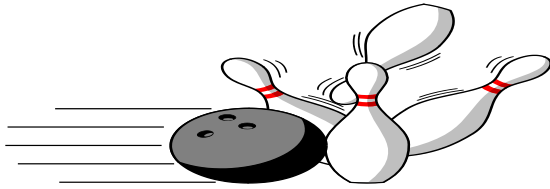
Make a “to do” list

Prepare a list of tasks that must be accomplished before the actual job fair date. A time line should be provided to ensure that all tasks are completed, that there are no conflicts, and that involved schedules are clear and sequential.



2

Keep the ball rolling



Establish a date and time

Schedule plenty of time to get everything done. A 90-day lead time provides time for necessary approvals, and also allows for the invitations to employers, community organizations, faith-based groups and others.

Identify conflicts

Check other scheduled or potential activities in the institution such as correctional workers' week and schedule around them. Propose more than one date to allow administrators flexibility in approving a job fair date.

Get approval from the institution warden

Most wardens will want information about the "who, what, where, and why" of the job fair. Wardens will be concerned about security and will want to know what resources will be needed. Ensure that the warden is fully informed and has approved the scheduled date and type of job fair selected.

Develop a theme

One of the best methods of getting the job fair off of the ground is to have a theme such as "Expand Your Mind, Expand Your Opportunities," "Preparing for the Future," "From Prison to Payroll," and "Careers - 2007." This sets a positive tone for participants and stimulates creativity in developing flyers and banners to advertise the event.

Develop a program proposal which describes the job fair by addressing date, location, security, participation, and expected outcomes. Decide if the interview, information, or combined job fair model is the most appropriate.

Submit the program proposal

Involve program supervisors in the preparation of the job fair proposal. Make sure they understand what is wanted by submitting the proposal through them to the warden. Request approval and provide a proposed date. This allows consideration of potential conflicts with other scheduled activities. Inform the central office Inmate Transition Branch Administrator (ITB) via telephone at (202) 305-3860, or FAX: (202) 305-7357, or e-mail ITB at smccollum@bop.gov.

Contact area employers

Identify the key players

Use all available company names and addresses near the institution. Check with the prison industries and/or institution contracting officers for a list of vendors that do business with the institution or that you do business with personally. Use the local library to identify addresses of large national companies that operate in the local area. Locate the name, title, address, phone and FAX number of each company's human resources director or personnel chief. Note: Please contact the ITB for information about America's Labor Market Information System (ALMIS).

Make verification calls

People change jobs and telephone numbers. Verify all information before mailing out invitations.

Send letters to employers

Invitations should be sent to at least 50 employers explaining what kind of job fair is scheduled, and what is expected of them. A sample letter, based upon the mock job fair interview model, is in appendix A. Employers who know about other companies that have participated, might be more willing to consider becoming involved. **(See Appendix L)**

You may want to reference that list and enclose xerox copies in your company letters. If at all possible, you may want to match companies with the qualifications of inmates to be interviewed. For example, match construction companies with inmate carpenters, electricians and masons. But this is not always possible and is not necessarily a problem since the purpose of the mock interview is to give inmates job interview practice and the company/recruiter interaction and evaluation are most important. Be sure that participating inmates understand this completely.

Follow-up

It is critically important to make follow-up calls to employers to confirm their participation. It may take several calls to get a return call, and you may want to make a personal visit to the company representative if you sense significant reluctance to participate. If your local Chamber of Commerce has agreed to participate in the job fair, one of its representatives may be willing to help encourage company recruiters to participate also.

Send confirmation letters

Confirm company commitments by sending them a follow-up letter with the date, time, and location of the job fair. Remind them of any security concerns such as what not to bring inside, the requirement to have a picture ID, and the importance of arriving early to allow for admission into the institution. Also, ask them to send a supply of their company's job application forms to be filled in for practice by participating inmates.

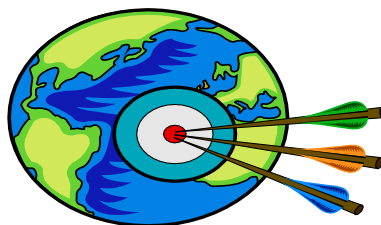
Obtain company information

Ask companies that agree to participate to provide a brochure (or other overview) of their organization, products, market locations, and a supply of their job application forms. The information should then be provided to the inmates so they can prepare for their interviews with company recruiters.

Services for Special Populations

You may want to review the characteristics of the institution's population to determine if you need to address the special needs of different groups. For example, if your institution has a significant number of Hispanic inmates, you may want to invite representation from the Mexican Consulate, the Immigration and Naturalization Service, and a local Hispanic social service center. Other groups may require different invitations to other representatives and services.

In addition, you will want to encourage any disabled inmates to participate in the job fair classes and the job fair itself. After release, they may be eligible for special job training and related services. Invite staff from the nearest Department of Labor "One-Stop Career Centers" to provide relevant information.



Provide good directions

Provide directions by a separate letter or fax about a week before the scheduled job fair. It serves as another reminder of participating groups' agreement to attend. It should also include a request that they provide notification of any cancellation. Finally, you may want to display appropriate signs at or near the entrance to the institution to direct community participants to the check-in location. The institution building in which the check-in area is located is not always readily apparent to visitors. Some institutions placed incoming banners across the front of the check-in building.

Directions from north, south, east and west

Provide clear, concise, and detailed directions to the event from at least three different directions, including important landmarks. For example, the institution water tower.

Schedule employer interviews with inmates

Tight scheduling is important for the event to run smoothly and to remain organized. Allocations of space for each participating agency or company, need to be determined and assigned. Remember to schedule a five minute break between interviews. Interviewer and interviewees need time to get a drink or to use the restrooms.

Use a scheduling system

A good scheduling system, such as the example in Appendix B, is based on the assumption that each inmate participant will receive five different interviews. If fewer interviews are to be provided, adjust the schedule. Half hour interviews work well: a twenty minute straight interview, a five minute critique, and a five minute break. **It is recommended that inmates receive no less than three interviews.**

Make copies and distribute them widely

Provide inmate participants and employers with a copy of the schedule at each interview table. The schedule given to inmates should be individualized and reflect only their individual appointments. Each employer's schedule will list the name of the inmate and the time for each interview. Sample schedules are in Appendixes E and F.

Fax reminders to employers

A week before the event, each employer should be faxed a reminder that repeats the location, date, and time of the job fair. Provide a telephone contact number and again ask for confirmation.

Prepare folders and handouts for employers

Provide individualized folders for employers which include the agenda with associated times, lunch time and menu, location of restrooms, evaluation forms, warden's biography, and institution summary. The institution summary should include its history, inmate demographics, staff demographics, and the amount of money the institution contributes to the local economy. Include information about other employers who have participated in job fairs in the institution or other correctional institutions. Include a note that completed job fair evaluation forms should be returned to the job fair coordinator at the end of the event.

Place the name of the company and recruiter prominently on the cover of the folder. A sufficient number of interview evaluation forms should be included in each folder, and the job fair coordinator should remind each recruiter to complete a form for each inmate interviewed, and to give that form to the respective inmate at the end of the interview. The interviewer's overall job fair evaluation form goes to the job fair coordinator.

Note: To Federal Job Fair Coordinators:

Please remember to provide the Inmate Transition Administrator (Central Office) a list of all inmate participants scheduled to be interviewed, and a list of the company recruiters: name of recruiter, name of company and company address, as well as any brochures, pictures or media articles about the job fair.

The Check-In Reception Area

You may want to consider decorating the check-in area in some special appropriate way. One institution displayed inmate art in the reception area and an inmate played a guitar to greet the visitors. Another institution displayed a large poster which listed the names of the participating companies and agencies. Others displayed large welcome signs over the entrance to the job fair location.



3

The big day

The day of the job fair is not the time to find out what has been forgotten. Proper planning will eliminate last minute questions and stress! Set up the job fair room as early as possible, the day before is preferable. This will allow everyone time to make any adjustments necessary.

Conduct the mock job fair

Timing is everything

The job fair should run from 8:00 a.m. until 3:00 p.m. This allows time for orientations, closeouts and evaluations. Break for lunch at 11:30 a.m., if possible, and resume interviewing at 1:00 p.m. This should be covered in the day's agenda/time-table.

Set up the interview site

Interview tables need to be identified with signs that show what company the recruiter represents. Interview schedules and evaluation forms should be available in sufficient quantities. Samples of each are provided in Appendix E, D and F. Arrange a separate waiting room or area for inmates to spend time between interviews. The noise level in the interview area may be a problem. **It is not essential, but if space dividers are available, use them.** Also try to leave enough space between interview tables to provide some privacy for the interviewers.

Schedule a lunch program for employer representatives and involved staff. If the warden approves, the participating inmates can join them for lunch. The program might include: 1) remarks by the Warden, 2) brief description of the Bureau of Prisons and Federal Prison Industries, 3) brief comments by a Community Relations Board member, or some other appropriate speaker, and 4) a quick tour of the facility, including UNICOR operations. As an alternative, the remarks by the warden or others, and a description of the BOP and FPI, can be scheduled during the opening orientation session.

Brief the employers on dos and don'ts

Before the job fair begins, ensure that employers understand that they can ask inmates about their offense and incarceration. Tell the employers that it is important to critique the inmate following the interview, and to try to be specific, highlighting the positive as well as qualities that need work. Give the employers any other suggestions that might be useful relating to the inmates they will be interviewing.

Information on interview expectations should also be provided to the employers. A handout such as the one provided in Appendix J can help employers understand what kinds of interview questions are appropriate.

Close-out is very important

The period between 2:00 p.m. and 3:00 p.m. should allow a 15 break before the closeout begins, 15 minutes for separate employer and inmate closeouts, and 15 minutes for a combined closeout. This should allow inmates and employers to share their impressions independent of each other, and then together. Inmates and recruiters should be reminded to fill out the job fair evaluation forms, see Appendix G & H, and to hand them to the job fair coordinator. The final closeout should occur in a room large enough to accommodate all participants, staff facilitators, and institution executive staff. During the closeout, inmates, staff, and company representatives may be uncertain about expressing their views about their experiences during the job fair day. It is sometimes difficult to get the first speaker to express any views. It may be desirable, therefore, after the first two or three interviews have taken place, after the lunch and the institution tour, to get advance commitments from several inmates, staff and recruiters that they will express their views during the closeout.

Employer recognition and Thank You

Recognition builds good will and can be a positive marketing tool for future mock job fairs. Prepare certificates and have the Warden sign and present them, along with any appropriate mementos, to employer participants during the closeout. Some institutions have initiated the practice of having inmates present certificates to the employers and community representatives. This encourages a personal thank you by inmates to company and community representatives. Prepare a thank you letter from the warden, such as the sample provided in Appendix K, and mail it out within the first week following the job fair. Inviting employers who participated in job fairs to the institution's annual volunteer banquet will reinforce their job fair experience and provide encouragement for their future job fair participation.

Conclusion

If all goes according to plan, the job fair experience will be rewarding for all involved. Inmates will see that company recruiters take them seriously, and view them as potential employees. The company recruiters will have some of their preconceptions challenged as a result of their positive experience with individual inmates and prison staff, and they will be impressed with the skilled inmate labor pool. Bureau staff will be energized when they see how well the inmates conduct themselves, and how well company recruiters interact.

The evaluations by inmate participants and company representatives will help to identify any glitches that need to be corrected. The feedback survey forms will help us identify any success stories. The first job fair will be the most challenging. If an institution decides to make it a semiannual or annual event, each subsequent event will become better and easier to conduct.



Appendix A

Sample Invitation Letter

Jane Friedman
Director of Human Resources
Waggle Concepts
330 Second Street
Baltimore, MD 21202

Re: Federal Bureau of Prisons
Mock Job Fair—Date _____
Federal Correctional Institution
Sunnyside, TX

Dear Ms. Friedman:

Date

This letter requests you or a representative from Waggle Concepts, as a public service, to spend _____ from 8:00 a.m. until 3:00 p.m. in prison.

Date

We are seeking employer representatives with relevant personnel experience, to participate in the Federal Bureau of Prisons mock job fair, to be held at the Federal Correctional Institution (FCI), Sunnyside, MD. Our goal is to provide a **mock** job fair, designed to help offenders soon to be released to the community, to sharpen their interviewing and job-seeking skills. Offenders' ability to secure gainful employment upon their return to the community can be a critical factor influencing whether they will become a productive member of society or return to the criminal justice system.

Personnel and human resources representatives who agree to perform this public service will be asked to conduct five, one-on-one, 30 minute **mock** job interviews for offenders soon to be released from FCI Sunnyside. This is a **mock** job fair. We are **not** asking employers to make job offers to participating inmates. If you prefer, you may want more than one company recruiter to participate.

On behalf of the Federal Correctional Institution, Sunnyside, we thank you for considering this request for assistance. We will follow-up with a telephone call next week to determine whether you will be able to participate in this event. Once participation is confirmed, a packet containing further information about the _____ event will be sent to you.

Date

In the interim, if you have any questions or need further clarification, please do not hesitate to contact me at FCI Sunnyside (817) 222-3213 X321.

Sincerely,

Marilyn M. Rowe
Job Fair Coordinator
FCI Sunnyside

Note:*

If you have copies of newspaper articles or other material about your prison's job fairs, or job fairs at other institutions, you may want to enclose them.

Appendix B

Sample: Overall Employer/Inmate Interview Schedule Listed by Inmates to be Interviewed

	<u>Inmate # 1</u>	<u>Inmate # 2</u>
08:00 - 09:00	Orientation and Continental Breakfast	Orientation and Continental Breakfast
09:00 - 09:30	Pepsi	Doubletree Suites
09:30 - 10:00	Xerox Corporation	IBM
10:00 - 10:30	Doubletree Suites	Dell Computers
10:30 - 11:00	IBM	K-Mart
11:00 - 1:00	Lunch & Tour	Lunch & Tour
1:00 - 1:30	Dell Computers	Sears
1:30 - 2:00	Hilton Hotels	B.F. Goodrich
2:00 - 3:00	Closeout	Closeout
	<u>Inmate # 3</u>	<u>Inmate # 4</u>
08:00 - 09:00	Orientation and Continental Breakfast	Orientation and Continental Breakfast
09:00 - 09:30	Sears	Microsoft
09:30 - 10:00	K-Mart	Dell Computers
10:00 - 10:30	Holiday Inns	Hilton Hotels
10:30 - 11:00	Xerox Corporation	Pepsi
11:00 - 1:00	Lunch and Tour	Lunch and Tour
1:00 - 1:30	Shell Oil Corporation	Wal-Mart
1:30 - 2:00	Microsoft	Sears
2:00 - 3:00	Closeout	Closeout
	<u>Inmate # 5</u>	<u>Inmate # 6</u>
08:00 - 09:00	Orientation and Continental Breakfast	Orientation and Continental Breakfast
09:00 - 09:30	Hilton Hotels	Holiday Inns
09:30 - 10:00	Pepsi	Doubletree Suites
10:00 - 10:30	Microsoft	K-Mart
10:30 - 11:00	Dell Computers	Shell Oil Corporation
11:00 - 1:00	Lunch and Tour	Lunch and Tour
1:00 - 1:30	Doubletree Suites	Dell Computers
1:30 - 2:00	Xerox Corporation	Howard Johnson
2:00 - 3:00	Closeout	Closeout

Note: Half hour interviews work well. We are recommending a 20 minute straight interview, a five minute critique, and a five minute break.

Appendix B - Continued

Sample: Overall Employer/Inmate Interview Schedule Listed by Company

<u>IBM</u>		<u>Doubletree Suites</u>
08:00 - 09:00	Orientation and Continental Breakfast	Orientation and Continental Breakfast
09:00 - 09:30	Inmate # 1	Inmate # 2
09:30 - 10:00	Inmate # 2	Inmate # 3
10:00 - 10:30	Inmate #3	Inmate # 4
10:30 - 11:00	Inmate # 4	Inmate # 5
11:00 - 1:00	Lunch & Tour	Lunch & Tour
1:00 - 1:30	Inmate # 5	Inmate # 6
1:30 - 2:00	Inmate # 6	Inmate # 7
2:00 - 3:00	Closeout	Closeout
<u>Microsoft</u>		<u>Xerox</u>
08:00 - 09:00	Orientation and Continental Breakfast	Orientation and Continental Breakfast
09:00 - 09:30	Inmate # 3	Inmate # 4
09:30 - 10:00	Inmate # 4	Inmate # 5
10:00 - 10:30	Inmate # 5	Inmate # 6
10:30 - 11:00	Inmate # 6	Inmate # 7
11:00 - 1:00	Lunch & Tour	Lunch & Tour
1:00 - 1:30	Inmate # 7	Inmate # 8
1:30 - 2:00	Inmate # 8	Inmate # 9
2:00 - 3:00	Closeout	Closeout
<u>K-Mart</u>		<u>B.F. Goodrich</u>
08:00 - 09:00	Orientation and Continental Breakfast	Orientation and Continental Breakfast
09:00 - 09:30	Inmate # 5	Inmate # 6
09:30 - 10:00	Inmate # 6	Inmate # 7
10:00 - 10:30	Inmate # 7	Inmate # 8
10:30 - 11:00	Inmate # 8	Inmate # 9
11:00 - 1:00	Lunch & Tour	Lunch & Tour
1:00 - 1:30	Inmate # 9	Inmate # 10
1:30 - 2:00	Inmate # 10	Inmate # 11
2:00 - 3:00	Closeout	Closeout

Note: Half hour interviews work well. We are recommending a 20 minute straight interview, a five minute critique, and a five minute break.

Appendix C

Sample Confirmation Letter

Mary Bandonski
Baltimore Self Help
2010 Great Neck Street
Baltimore, MD 21202

Re: Federal Bureau of Prisons
Mock Job Fair— Date:
Federal Correctional Institution
Sunnyside, TX

Dear Ms. Bandonski:

Date

Thank you for agreeing to spend a day in prison to participate in the Federal Bureau of Prisons mock job fair on _____ (date) from 8:00 a.m. to 3:00 p.m. at the Federal Correctional Institution (FCI), Sunnyside. Please understand that this public service is greatly appreciated by the participating offenders and staff at the FCI, Sunnyside.

On arrival at 8:00 a.m., you will be served a continental breakfast and the warden will speak to you at that time. You will also be served lunch at the facility during the noon break. The FCI is located at 432 Lockup Road (about 1 ½ miles South of the Airport). Next week, we will follow-up with another reminder notice. At that time we will enclose directions and a map.

As indicated in my previous letter to you, company representatives are being asked to conduct approximately five mock job interviews. Participating offenders will present you with a completed “generic” job application or your company’s application form if you provided it. You are requested to conduct the interview as if the individual is being considered for an entry level position, or some other appropriate post in your organization. Each one-on-one interview session will last 30 minutes. The first 20 minutes should be devoted to the interview. We ask that you devote the last 10 minutes critiquing applicants on their performance during the interview, and completing the evaluation form for the interviewee.

No special training is necessary, nor will any be provided on the day of the event. However, we hope that you remember to ask the offenders about their conviction; this is the toughest hurdle they are going to face in a real job interview and they need to be able to handle it well. We also ask that you be very honest in your assessment of their credentials and performance during the interview. A balance is desired between providing encouragement, on the one hand, and not making extreme remarks such as “You’re so great, I’d hire you in a minute.”

Again, thank you for taking the time from your busy schedule to participate in the mock job fair at the Federal Correctional Institution, Sunnyside. Please send us 20* copies of a brochure that describes your company’s operations; or copies of your last annual report. We look forward to meeting you.

If you have any questions or need for further clarification, please do not hesitate to contact Marilyn M. Rowe at FCI Sunnyside (817) 222-3213 X321.

Sincerely,

Marilyn M. Rowe
Job Fair Coordinator
FCI Sunnyside

L. B. Frank
Warden
FCI Sunnyside

* This sentence should only be included in letters to companies large enough to have such brochures or annual reports. Insert the number you need for all inmate job fair participants.

Appendix D

Sample Interview Evaluation

Applicant's Name: _____

Company Name: _____

Application-Legible? YES NO

Application-Complete? YES NO

Good Eye Contact? YES NO

Good Posture? YES NO

Applicant's Verbal Participation TOO MUCH JUST RIGHT NOT ENOUGH

Would this person be eligible for hire in a "real" interview?

YES POSSIBLY NO

If not, what does the applicant need to work on? _____

Overall Interview Performance: EXCELLENT GOOD AVERAGE POOR

Comments (Note: Give the evaluation to the applicant at the end of the interview.)

Appendix E

Sample Interview Schedule (Inmate)

Donald Jones

09:00 - 09:30 am	Holiday Inn Hotels
09:30 - 10:00 am	Pepsi
10:00 - 10:30 am	International Business Machines
10:30 - 11:00 am	Target
11:00 - 1:00 pm	Lunch
1:00 - 1:30 pm	Xerox
1:30 - 2:00 pm	American Express
2:00 - 3:00 pm	Closeout

(A schedule is provided for each inmate being interviewed)

[Provide inmates with information about each company whose representative will interview them.]

Appendix F

Sample Interview Schedule (Employer)

Holiday Inn Hotels

08:00 - 09:00 am	Orientation and Continental Breakfast
09:00 - 09:30 am	Allan Parker
09:30 - 10:00 am	Donald Jones
10:00 - 10:30 am	Alan Smith
10:30 - 11:00 am	Richard Mohammed-Bey
11:00 - 1:00 pm	Lunch and tour of Institution
1:00 - 1:30 pm	Hector Garcia
1:30 - 2:00 pm	Dennis Davis
2:00 - 3:00 pm	Closeout

[Provide inmates with information about each company whose representative will interview them.]

Appendix G

Sample Employer Job Fair Evaluation Form

Thank you for participating in our job fair today. Without your help, the valuable information given to our participants might not reach them. You have truly touched someone's life.

Please provide the name of your company (organization) _____ and evaluate how you feel the job fair went by expressing your agreement or disagreement with the following:

(Circle the number that most closely represents your opinion)

	Strongly Disagree	Disagree	Not Sure	Agree	Strongly Agree
The event was well organized.	1	2	3	4	5
The job fair met your expectations.	1	2	3	4	5
Before this event you would have considered hiring an ex-offender.	1	2	3	4	5
Having experienced this event you would now consider hiring an ex-offender.	1	2	3	4	5
The applicants were well prepared to interview.	1	2	3	4	5
You would be willing to participate in another mock job fair.	1	2	3	4	5
Staff were courteous and helpful.	1	2	3	4	5

Please share any other comments you have about this event: _____

Appendix H

Sample Inmate Job Fair Evaluation Form

Thank you for participating in our job fair today, we hope it was an enriching experience. To help us prepare for and conduct future job fairs we have prepared a list of questions for you to answer.

Please evaluate how you feel the job fair went by expressing your agreement or disagreement with the following:

(Circle the number that most closely represents your opinion)

	Strongly Disagree	Disagree	Not Sure	Agree	Strongly Agree
The event was well organized.	1	2	3	4	5
The job fair met your expectations.	1	2	3	4	5
Before this event you were confident about getting a job.	1	2	3	4	5
Having experienced this event you are now more confident about job seeking.	1	2	3	4	5
The employers were well prepared to interview.	1	2	3	4	5
You would be willing to participate in another mock job fair.	1	2	3	4	5
Staff were courteous and helpful.	1	2	3	4	5
This was a valuable learning experience.	1	2	3	4	5

Please share any other comments you have about this event: _____

Appendix J

Sample Interview Questions

Please ask the traditional job interview questions that focus on applicants' previous experience, skills, education, and general qualifications. In addition, we encourage you to ask difficult questions about the applicant's criminal conviction, previous job terminations, drug or alcohol problem (if mentioned by the applicant). Their job fair training encourages inmates to answer these difficult questions in a straightforward, concise manner. It is in their responses that you will sense whether they have accepted responsibility for their behavior and have taken action to improve their lives.

Suggested questions include, but are not limited to:

1. Your application indicates that you have a criminal conviction. Will you please explain the nature of the offense and the circumstances?
2. You indicate that your drug/alcohol problem contributed to your conviction. Where do you stand with this problem today?
3. How can I be assured that your problems with the law are resolved?
4. What have you done to prepare yourself to return to work and the community?
5. What are three reasons why we should consider hiring you?

Appendix K

Sample Thank You Letter

Jane Friedman
Director of Human Resources
Waggle Concepts
330 Second Street
Ft. Worth, TX 21202

Re: Federal Bureau of Prisons
Mock Job Fair–Date: _____
Federal Correctional Institution
Sunnyside, TX

Dear Ms. Friedman:

Date

This is to express our sincere appreciation for your participation in the recent mock job fair held at FCI Sunnyside. You have performed an important public service. Those inmates you interviewed gained valuable job seeking experience and will have a greater chance for employment and a positive life style after release.

We are grateful for your time and we hope that you will consider joining us for future job fairs. Please share your experience with colleagues and invite them to contact Marilyn M. Rowe, Job Fair Coordinator, if they are interested in participating in future job fairs.

Marilyn can be reached at (817) 222-3213 X321.

Sincerely,

L. B. Frank
Warden
FCI Sunnyside

Appendix L

A sample of national companies whose local operations have participated in Mock Job Fairs

AMERICAN EXPRESS	MCDONALDS
BURGER KING	PEPSI COLA BOTTLING
COCA COLA BOTTLING	PIZZA HUT
COMFORT INN	SEARS
DENNY'S	SPRINT
FEDERAL EXPRESS	TARGET
GATEWAY COMMUNICATIONS	TOYOTA DEALERS
GREYHOUND BUS LINES	UPS
HOME DEPOT	WAL-MART
IBM	WELLS FARGO
K-MART	WENDY'S
MARRIOTT	XEROX