

Office of Correctional Job Training and Placement

Glossary of Terms

The following terms most commonly used in training programs sponsored by this Office have been defined for your convenience:

Abilities Inventory - These instruments assess an individual's perception of his or her ability in given areas and may compare that level of ability with that typically required for a specific occupation or group of occupations.

Assessment - a general term that includes use of interviews and other informal methods as well as more formal instruments to gain information about an individual or group of individuals for purposes of career planning.

Barrier - any risk factor, real or imagined, that is an obstacle to an employment goal.

Career - The broad definition is "the combination of activities performed at any given life stage in all roles of life, including the role of worker." A more common definition is "the sequence of occupations or positions that one fills throughout the life span."

Career Assistance - the process by which an offender employment service provider provides defined kinds of support directly to an offender or groups of offenders, including helping them find career information or conduct a job search. Career related choices and transitions over the life span.

Career Development - a lifelong process through which one comes to understand their place in the world of work generally through a continuum of career awareness, career exploration, and work exposure activities that helps them to discern their own career path.

Career Development Theories - a set of assumptions, typically based on research, that explain some human behavior that can help guide career planning services for offenders. Theories about career choice and development attempt to explain the factors involved in the career planning process and the way they work together. Theories attempt to predict some future events, such as satisfaction/dissatisfaction in a specific kind of work.

Career Guidance & Counseling Services - programs, techniques and methods organized to provide professional assistance to offenders in making and implementing informed educational and occupational choices through career awareness, career planning, career decision-making, placement skills, and knowledge and understanding of local, State, and national occupational, educational, and ongoing market needs, trends and opportunities.

Case Management - coordination and monitoring of services designed to address the needs of the offenders and offender's family.

Computer-Assisted Career Guidance System - is a group of activities, delivered by computer, designed to help with one or more steps of the career planning process.

Critical Windows - Periods of time or specific events that are high-risk for offenders job retention.

Direct Service Development - the process of identifying the needs of an offender population and of developing services to meet those needs.

Instrument - a general term that includes both tests and inventories.

Inventory - is a questionnaire that is designed to help individuals learn more about themselves or to gather information about the characteristics of a group of people.

Interest inventory - these instruments have been developed to help people identify and understand their interest patterns or themes that can be linked to vocational options.

Abilities inventory - these instruments offer information on how well one's abilities match the demands of occupations being considered i.e. manual dexterity in considering dental assisting.

Skills inventory - these instruments identify specific skills or sets of skills. This knowledge can aid in career exploration, decision-making, or job searching (writing a resume, responding to interview questions).

Work values inventory - these instruments help identify and describe the underlying values that influence their decision making and career satisfaction.

Personality inventories - these instruments aid in understanding one's preferences in a work setting i.e. how much contact people need or want with others, how much structure.

Career beliefs/thoughts/levels of decidedness - these instruments aid in identifying and understanding internal barriers to the career exploration and decision-making process.

Career maturity - these instruments measure the degree to which an individual or group of individuals have completed specific activities or tasks considered to be important for a given life stage or stage of the career planning process.

Job - the performance of an occupation in a specific place for a specific employer.

Job Counseling Services - collects, organizes and analyzes information and appraises offenders' interests, aptitude, abilities, and personality characteristics, in order to provide educational, and vocational guidance services, so offenders can make realistic job and career choices.

Job Development Services - identifies, promotes, develops and/or solicits work and on-the-job training opportunities within the community that allow offenders to experience success in performing tasks that teach work values, such as self-improvement, independence, dependability, productivity, and pride of workmanship.

Job Fairs - scheduled gatherings of local employers for the purpose of providing information about employment opportunities and gathering information from potential employees relative to qualifications.

Job Placement Services - assist offenders in arranging interviews with employers to facilitate placement, after matching offenders with job requirements and employer qualifications including job duties and responsibilities, compensation and benefits, work schedules and working conditions, company and union policies, promotional opportunities, and other related information.

Job Readiness Skills - resume writing, job search, interviewing techniques and work-related attitudes and behaviors that facilitate bringing an offender into job-ready status.

Job Retention - Positive attachment to employment over time.

Mock Job Fairs - process of enlisting the participation of local business leaders in an educational initiative to hone the job seeking and interviewing skills of inmates.

Occupation - a defined set of work tasks commonly performed for the purpose of making a particular product or performing a specific service.

Occupational Outlook Handbook - the Government's premier publication on career guidance, provides essential information about the changes in the world of work and the qualifications that will be needed by tomorrow's workers.

Relapse Prevention (Job Retention) - interventions generally associated with the treatment of addictive behaviors that include identification of precursors to a breakdown or setback in a person's attempt to change or modify any target behavior that has been applied to the understanding and development of strategies for improving offender job retention.

Life Skills - refers to a large group of psycho-social and interpersonal skills which can help people make informed decisions, communicate effectively, and develop coping and self-management skills that may help them lead a healthy and productive life.

Offender Employment Specialist - an employment service provider with specific knowledge, skills and abilities to assist offenders with job preparation, training, placement, retention, and advancement services.

Offender Employment Specialist Training - A self-study program developed and available through the National Institute of Corrections for practitioners who provide offender employment

assistance in one or more of the following areas: job counseling, job skills training, job placement, job development, job retention and advancement services.

Offender Job Retention Training -A self-study program developed and available through the National Institute of Corrections for practitioners interested in increasing their knowledge and skill in assisting offenders achieve sustained employment.

Offender Workforce Development Program Manager - plans, implements, and manages career development programs and initiatives in a variety of settings that remain current with the changing labor market.

Offender Workforce Development Specialist - an employment service provider with specific knowledge, skills and abilities to assist offenders in making informed decisions about vocational occupations and career paths based on the offender's interest, skills, abilities, values, employment objectives, educational and occupational backgrounds, and the realities of the world of work.

Offender Workforce Development Specialist Training - a train-the-trainer program on 12 competencies related to workforce development that is offered by the National Institute of Corrections' Office of Correctional Job Training and Placement that meets all course requirements for certification as a Career Development Facilitator through the National Career Development Association, Center for Credentialing in Education.

One-Stop Employment Centers - created by the Workforce Investment Act of 1998 which brings together federally funded employment centers into a simplified, streamlined, user-friendly system of employment services for both employers and job seekers under one roof.

Offender Job/Career Resource Centers - locations within correctional facilities that enable offenders to make self-directed searches for information that assist them in better understanding themselves as they relate to the world of work and their role in it.

Outcome Measurement - the process by which a program's goals and objectives are measured against the intended end result.

Portfolio - A collection of work that documents an offenders educational performance and work experience for use in job interviews upon release.

Professionalism - having a high level of competency in defined skills, practicing within a defined scope of work, and applying ethical guidelines to that practice on a daily basis.

Red flags - signs or precursors to potential job loss.

Resume - written information about ones education, training, work history/experience and specific skills so potential employers will have enough information about the job seeker so that they can decide whether or not the applicant should be interviewed.

Self-Directed Search - is an inventory that measures interests and self-rated abilities.

Test - is generally applied to a scientifically developed instrument that measures ability (the potential to learn something) or achievement (what one has already learned). Items on such tests have answers that are either right or wrong.

Training Development - the process of identifying the learning needs of a individuals and of developing a curriculum and training plan to meet those needs.

Training Performance Evaluation - the process by which a program provides continuous feedback on elements of the training program that you wish to know about. The data gathered from an evaluation can be utilized to improve the ways in which the training program is delivered, what content is taught, and evidence to support the continuation or discontinuance of the program.

Transition Services - a process that includes the identification of barriers; provision of services to reduce these barriers; and interventions to support an offenders' transition into the labor market.

Triage - assigning levels of urgency and frequency based on an offenders' level of need.

Unemployed - one must be without work compensation, willing and available to work, and actively seeking work. A major social and economic problem for offenders from which so many other psychological and social problems emanate.

Underemployed - a worker is employed, but not in the desired capacity, whether in terms of compensation, hours, or level of skill and experience. While not technically unemployed, the underemployed are often competing for available jobs.

Wage Progression and Advancement - Increasing levels of income and/or responsibility.