

Philadelphia FIGHT's Institute for Community Justice

1207 Chestnut Street, 2nd floor
Philadelphia, PA 19107
215-525-0460 ext. 410

2016 EMPLOYMENT RESOURCE GUIDE

For those who have been
or will be released
to the Philadelphia area.



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You're home and now you have to get back on your feet. In a perfect world it would be as easy as a snap of the fingers. We all know the reality is that, that will not happen. So now is the time to get to work and get some needs addressed.

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Job

Now you are home, and you need a job. Here are some tips that might make the process easier and less stressful

1. Set a goal: If you are not currently working submit at least five job applications every day. Remember looking for a job is a job. You will not be able to find a job filling out one online application a week.

2. Make yourself a "GREAT FIT": Study the job description and any information on the position. Do not be afraid to use the words in the job / position description in your resume and cover letter. Showcase your strengths; make yourself what the employer is looking for. Remember for every one job positing there can be 100 potential candidates.

3. Do not stop at online applications: It is not always about what you know but who you know. Do not be afraid to use your family, friends and social media. You never know who may know of an opening or who may be in a position to "get you in."

4. Know your digital footprint: What comes up when you Google yourself? Would you hire you based on your Facebook, Instagram or twitter accounts. Potential employers can and some will take a look at your social media accounts. Make sure your privacy settings are set accordingly.

5. Apply even if you do not qualify: There are a lot of people who cannot fulfill all of the criteria listed in their job descriptions. Keeping that in mind go for it, even if you are not a cookie cutter fit. Remember companies often have positions open that are not advertised.

6. Don't let your record stop you: Apply to temporary agencies, and do not be afraid to start at rock bottom and work your way up. You may have to take the first job offered just to have a job. Keep in mind it is easier to find a job when you have a job.

7. Never give up: It can definitely be hard to find work, and it might help to know that others are feeling the same frustration. Always stay at the top of your game and keep your spirits up. Surround yourself with positive encouraging people. Life can sometimes be unfair, how you respond has everything to do with your outcome.

8. Your resume is a first impression: of you: Would you hire you based on your resume? Make sure it looks neat, clean and professional. Don't be afraid to ask for help when completing your resume. Remember your resume can be the difference between getting the interview or not.

Top 10 reasons you should visit ICJ!

- 1) We are right downtown located at 1207 Chestnut Street on the 2nd Floor.
- 2) We have a computer lab. You can look for a job, create an email and check your Facebook!
- 3) We have some great classes. Stressed? Take yoga. Like to write creative writing may be for you.
- 4) We will do your laundry. Yes your laundry. But you have to ask us how first.
- 5) We have a clothes closet. So if you are looking for a suit, dress or even shoes we just may have what you are looking for.
- 6) We have a job board. We know looking for a job is hard. So we look for you and post what we find.
- 7) We will help you with your resume and even do a mock interview with you.
- 8) We can help with more than jobs. We can help with critical issues as well.
- 9) We offer a safe place. We know coming home is hard and sometimes you just need sit and talk with your peers. You can do that here...without judgment.
- 10) Our group of staff and volunteers is simply amazing. We will love you, fuss at you, and laugh with you because at the end of it all we are family.



A Program of Philadelphia FIGHT

Philadelphia FIGHT

AIDS Library - Computer Lab, Library

1233 Locust Street , 2nd floor, Philadelphia, PA 19107
215-985-4851

Critical Path - Computer Lab, Computer classes, job readiness classes

1233 Locust Street, 3rd floor, Philadelphia, PA 19107
215-985-4448

Dental Services

1233 Locust Street, Philadelphia, PA 19107
215-525-3046

John Bell Health Center

1207 Chestnut St, 3rd floor, 19107
267-725-0252

Institute for Community Justice - Computer Lab, Reentry Services

1207 Chestnut Street, 2nd floor, 19107
215-525-0460

Youth Health Empowerment Project - Computer Lab, Empowerment Center (ages 13-24)

1417 Locust Street , Philadelphia, PA 19107
215-564-6388

And there's more! Have a question about any of our services?
Visit www.fight.org or call 215-985-4448.



Body Language

Body language is a kind of nonverbal communication, where thoughts, intentions, or feelings are expressed by physical behaviors, such as facial expressions, body posture, gestures, eye movement, touch and the use of space. Keep in mind in an interview or when doing an in person application that you never know who is watching.

Body language do's and don'ts

- | <u>DO</u> | <u>DON'T</u> |
|---------------------------------|---------------------------------|
| ▪ Firm handshake | ▪ Limp/clammy handshake |
| ▪ Eye contact | ▪ Bring in carrier bags/clutter |
| ▪ Smile! | ▪ Wear jeans |
| ▪ Open posture | ▪ Look down |
| ▪ Relaxed, but alert | ▪ Cross arms(?) |
| ▪ Look neat & professional | ▪ Flop into chair |
| ▪ Adopt appropriate dress code | ▪ Wave arms |
| ▪ Listen actively – 'head nods' | ▪ Stare out of window |
| ▪ Sit in the right seat | ▪ Adopt a threatening posture |
| ▪ Arrive early | |

Tips for Contacting Potential Employers

Sometimes the best way to find that job is to go beyond the online application here are a few tips on contacting potential employers.

Cold Calling: When you are calling a business to see if they have any jobs available.

Do research on the company - Find out about what they do and what is involved in the job you are looking for. When you call you will be able to show you are the person for the job but also how much you know about the company.

Write a script - This is an easy way to 1) remember what you want to say and 2) help you speak clearly.

Know when to call - There is always a good time and bad time to call expically when you are making a cold call. Try to avoid calling to close to the start or the end of the day or at lunchtime.

Cold Emailing: A cold email is like a handshake, so make sure it is strong.

Know something about the person you are emailing –Just like you would research the company you should know something about the person you are emailing (name, title, etc).

Take note of your subject line - The person you are emailing may receive tons of messages a day so a subject line that says simply “job wanted” may have yours deleted. Keep is short but make it pop.

Keep it short and sweet –Your email should be about three paragraphs. Introduce yourself, note why you would be a great fit for the company and close.

Walk In: Most company's want applications completed on line but some welcome walk in applications.

Ask for the person in charge of hiring –Do not just ask about job opportunities from the first person you see. They may or may not know of openings, may not have time or may not be able to answer any employment questions.

Introduce yourself –Create a connection right away. Using your first and last name with a strong handshake and eye contact can go a long way.

Get to the point –Ask if the company is hiring and ask for an application. Explain your qualifications and why you want to work for the company.

Success Story

“An employer told me to get three references from people who have known me for a long period of time. He wanted to know who I was before and after jail, and to account for the employment gap. He suggested a pastor, a district rep and a lawyer. I got the references, and got the job.” - *Tye Underdue*

Case Management & Reentry Services

If you are in need of case management or just some additional help when you come home please visit:

Goldring Reentry Initiative

3815 Walnut Street, Philadelphia, PA 19104
215-573-7941

Institute for Community Justice (ICJ)

1207 Chestnut St, 7th Floor, Philadelphia PA 19107
215-525-0460

Kingdom Care Reentry Network (KCRN)

1606 Mifflin St, Philadelphia, PA 19145
215-334-3343

Mayor’s Office for Reintegration Services for Ex-Offenders (RISE)

990 Spring Garden Street, 7th floor, Philadelphia, PA 19123
215-683-3370

Pennsylvania Prison Society

245 North Broad Street, Suite 200, Philadelphia, PA 19107
215-564-4775

People for People, Inc

800 N. Broad Street, Philadelphia, PA 19130
215-235-2340

Resources for Human Development –New Start

3653 N. 15th Street, Philadelphia, PA 19140
215-228-2323

The Center for Returning Citizens

1501 Cherry Street, Suite 129, Philadelphia, PA 19102
267-519-5334

The Salvation Army

1340 Brown Street, Philadelphia, PA 19123
215-797-2962

How to...

Create a professional email address

All online applications require you to provide an email address. It is a good idea so to stick with some variation of your name or initials. Gmail and Ymail are the most widely used for email addresses.

- Use your full name not a nick name
- Avoid Complicated Formatting
- Use Something Professional for the Username
- Avoid gender, political or age references

Create a resume

A resume is the best way to introduce yourself to a potential employer. Keep in mind the first glance of your resume may only take 10 to 25 seconds.

- Have a great format
- Find a job for your resume - tailor your resume to the job you want
- Avoid generic descriptions
- Note your accomplishments

Check your record

Potential employers can and often will preform a background check. It is a good idea to know what they know.

- Pennsylvania Access to Criminal History www.epatch.pa.us
- The Philadelphia Courts www.courts.phila.gov
- The Unified Judicial System of Pennsylvania www.ujportal.pacourts.us
- United States Courts (Federal) www.uscourts.gov

**Be strong enough
To stand alone,
Smart enough to
Know when you
Need help, and
Brave enough to
Ask for it.**

The Interview

Congratulations all of your hard work has paid off and you landed the interview!!

Now what? Here are some tips on making a lasting impression.

- **Research the job, employer, and hiring manager:** Having a strong foundation can lead to a successful interview. You will be better able to answer interview questions and ask follow up questions.
- **Dress for Success:** Make sure your clothes are clean pressed and fit properly. It is better to be over dressed than under dressed.
- **Arrive on time:** Try to be about 10 to 15 minutes early. This will allow you time to complete any paperwork and observe the office
- **Make a good first impression:** Be polite to everyone you meet. You never know who is watching.
- **Review and practice common interview questions:** Compose detailed yet concise responses. Focus on specific accomplishments and examples. A
- **Stay focused, confident, candid and be yourself:** Always be truthful to interview questions. Always keep your responses short and to the point. NEVER bad mouth anyone you previously worked with.
- **Ask questions:** After the interview you will be asked if you have any questions. Always ask questions. It is a good idea to have your questions written out in advance.
- **Close the deal:** Ask about the next steps ,and how soon you should expect to hear back. Thank each interviewer (if more than one) in person and send thank you notes via email or postal mail.

SOMETHING TO CONSIDER

Every job interview goes two ways. Yes you interviewing for a job, but you are also interviewing the company. So ask questions. You may decide you no longer want the job after the interview.

How to Explain Your Record to Employers

Potential employers have the right to preform a background check prior to offering employment. It is a good idea to be prepared if you are asked about your criminal history. Be honest and prove your qualifications.

Don't avoid the question: Yes, this can be an awkward moment but be prepared be honest, and set a positive tone for your answer.

Take responsibility for your actions: Do not blame others or deny your role in what happened. Explain what happened, determine what you could have done differently, and move on.

Watch your words: Think about the situation and how you can explain it. For example instead of saying burglary try "I took something that was not mine."

Put time on your side: Make your time away seem longer ago than it was. Think which sounds further in the past 10 years ago or 2006.

Share your AHA moment: When did your realize you made a mistake or regretted your actions? What made you determined to change? Just remember to keep it brief.

Show who your are now: What in your life has changed? Have you gotten married, become a parent, started school? Share what is going on in your life that is your incentive to stay home.

Turn a negative to a positive: Remind them why they should hire you. Highlight your skills, qualities and what makes you work the risk.

Stay Positive Be Confident: Remember no one is perfect and we have all made mistakes. Only you can hold yourself back.

Did You Know?

Most Philadelphia employers cannot ask if you have a criminal record on the initial job application or during your first interview.

Many employers require job applications be completed online. No computer, no worries. Check these places out for free computer, internet access, and classes:

Asociación Puertorriqueños en Marcha (APM)
600 W. Diamond Street , Philadelphia, PA 19122
215-235-6070

Casa Monarca
1448 South 17th Street, Philadelphia, PA 19146
215-253-3033

Congreso De Latino Unidos
2800 North American Street , Philadelphia, PA 19133
215-763-8870

Dignity Housing
5227 – R Germantown Avenue, Philadelphia, PA 19144
215-686-5372

Mercy Neighborhood Ministries
1939 West Venango Street , Philadelphia, PA 19140
215-227-4393

Methodist Family Services of Philadelphia
4300 Monument Road , Philadelphia, PA 19130
215-877-1925

Philadelphia Unemployment Project
112 North Broad Street, 11th floor , Philadelphia, PA 19102
215-557-0822

Did you know?

The Free Library of Philadelphia offers computer classes and has computer access at all of its locations.

Find out more by visiting www.freelibrary.org
or call 215-686-5322

Computer Access

Spotlight: Computer Labs at Philadelphia FIGHT

Philadelphia FIGHT offers four computer labs

AIDS Library

1233 Locust Street, 2nd floor 215-985-4851

Monday 1pm-5pm, Tuesday-Thursday 1pm-7pm, Friday 1pm-5pm

Critical Path

1233 Locust Street, 3rd floor | 215-985-4448

Tuesday-Friday 10am-1:30pm

Institute for Community Justice

1207 Chestnut Street, 2nd floor | 215-525-0460

Tuesday-Friday 1pm-5pm

Youth Health Empowerment Project (ages 13-24)

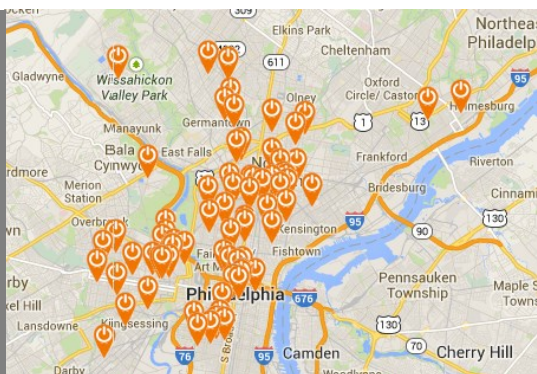
1417 Locust Street | 215-564-6388

Monday 7pm-11pm (LGBTQ drop-in ages 13-29), Tuesday 1pm-4pm,

Wednesday-Thursday 3pm-6pm, Friday 1pm-4pm

More Options

For more information about FREE
computer use, internet access, and
training, visit
www.phillykeyspots.org.



Job Training Resources

If you been away from home for a while here are
some job training resources that can give you a leg up.



Action AIDS Center City - 1216 Arch Street, 6th floor, Philadelphia, PA 19107
215-981-0088

Connection Training Services - 2233 West Allegheny Avenue, 2nd floor, Philadelphia,
PA 19132 215-430-0381

JEVS – Jewish Employment and Vocational Service - 1845 Walnut Street, 7th floor,
Philadelphia, PA 19103 215-854-1800

Mayor's Office of Community Services - 1234 Market Street, 16th Floor, Philadelphia,
PA 19107 215-685-3600

Nonprofit Technology Resources - 1524 Brandywine Street, Philadelphia, PA 19130
215-564-6686

Resources for Human Development - 4700 Wissahickon Avenue, Suite 126,
Philadelphia, PA 19144 215-951-0300

Tradeswomen of Purpose - 2300 Alter Street, Philadelphia, PA 19146 215-545-3700

District 1199C Training and Upgrading Fund - 10, 100 S Broad St, Philadelphia, PA
19110 (215) 568-2220

Ban the Box FAQ

By Support Center for Prison Advocacy coordinator Madeline Smith-Gibbs

What is “Ban the Box”?

The Fair Criminal Records Screening Standards Ordinance, commonly known as Ban the Box, is a Philadelphia city law that came into effect in July 2011. The ordinance encourages the hiring of qualified ex-offenders by ensuring that a potential employer’s first impression of an applicant is their work qualification, not their prior criminal history. An estimated one-fifth of Philadelphia’s population has a criminal record, and job discrimination poses a significant barrier to successful reentry. Ban the Box aims to reduce recidivism through the employment of qualified returning citizens.

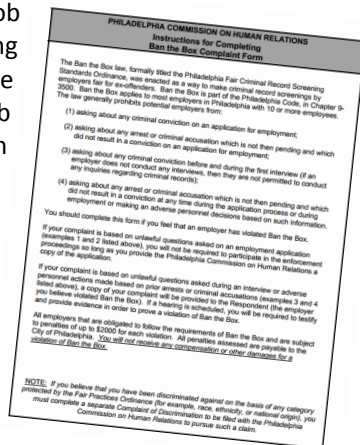
Specifically, Ban the Box prohibits potential employers from inquiring about criminal convictions on the job application or during the first interview. If an employer does not conduct any interviews, then it is not permitted to conduct any inquiries regarding criminal records. Ban the Box applies to all city and private employers with 10 or more employees except criminal justice agencies (e.g., prisons, courts, police departments).

What should I do if I am asked about my criminal record?

Answer the question honestly. This can be frustrating, but lying or getting angry at the employer won’t help you get a job. We suggest checking “yes” and writing a note such as: “My conviction is not related to this position. I am happy to explain later.”

Since the employer is probably breaking the Ban the Box law, consider filing a complaint with the Philadelphia Commission on Human Relations (PCHR). If the complaint is based on an inquiry found on a job application, nothing more is required from you so long as you include a copy of the application. If the complaint concerns unlawful questions in a job interview, you will have to provide more information and may need to testify at a hearing.

The complaint form is available on the PCHR website, at www.phila.gov/humanrelations. Let the Support Center for Prison Advocacy know if you have any questions about filing a complaint — we’re happy to help!



The form is titled "PHILADELPHIA COMMISSION ON HUMAN RELATIONS Instructions for Completing Ban the Box Complaint Form". It contains instructions for filing a complaint, including a list of questions to ask the employer and a section for providing information about the complaint. The form is numbered 1 through 4, corresponding to the questions in the text.

Additional Resources

**From time to time we all need some extra help.
This is a short list of places that can help you in the city.**

Community Legal Services

1424 Chestnut Street, Philadelphia, PA 19102 -215-981-3700.
North Central office: 1410 West Erie Ave, Philadelphia, PA 19140 -215-227-2400

Chosen 300

1116 Spring Garden Street, Philadelphia, PA 19123
215-765-9806

Impact Services Corporation

1952 East Allegheny Ave, Philadelphia, PA 19134
215-739-1600 x193

New Pathways Project

166 West Lehigh Ave, 3rd floor, Philadelphia, PA 19133
215-763-4901 for women 215-763-5800

Office of Councilwoman Jannie L. Blackwell, 3rd District

City Hall Room 408, Philadelphia, PA 19107
215-686-3418

Office of Addiction Services (OAS)

1101 Market St, 7th floor, Philadelphia, PA 19107
215-685-4983

Urban League of Philadelphia

121 South Broad Street, 9th floor, Philadelphia, PA 19107
215-985-3220 x210

X-Offenders for Community Empowerment

2227 North Broad Street, Philadelphia, PA 19132. Call at 215-668-8477.

Staffing Agencies

Staffing or Temp agencies can be a great way to get your foot in the door. Don't let an opportunity pass you by just because it may be temporary. Remember a lot of temporary jobs go permanent within 90 days.

Accu Staffing Services -

www.accustaffing.com
1601 Market Street, Suite 101, Philadelphia, PA 19103
Telephone: 215-568-2228

Aerotek - www.aerotek.com

2 Bala Plaza, Suite 400, Bala Cynwyd, PA 19004
Telephone: 614-257-3060

AmeriTemps, Inc. -

www.ameritempsjobs.com
220 North 13th St, Philadelphia, PA 19107
Telephone: 215-627-2454

Best Personnel -

www.bestpersonnelinc.net
100 S Broad Street, Suite 933, Philadelphia, PA 19110
Telephone: 215-732-3100

Careers USA - www.careersusa.com

1800 John F. Kennedy Blvd, Philadelphia, PA 19102
Telephone: 215-561-3800

Core Staff - www.corestaffinc.com

1420 Walnut Street, Suite 716, Philadelphia, PA 19102
Telephone: 215-864-0500

Infinity Staffing - www.infinity-staff.com

2 Penn Center, 1500 John F. Kennedy Blvd., Suite 404 Philadelphia, PA 19102
Telephone: 215-268-7575

J&J Staffing Resources -www.jjstaff.com
200 Gilbraltar Road, Suite 122, Horsham, PA 19044.
215-773-9773.

Kelly Service -www.kellyservices.com
1650 Market Street, Floor 36, Philadelphia, PA 19103
215-972-5145

Kaye Personnel, Inc. -
www.kayepersonel.com
1301 South Broad Street, Philadelphia, PA 19147
215-336-6800

Labor Ready -www.laborready.com
867 Upland Avenue Upland, Pennsylvania, 19013
610- 874-6131

Manpower -www.manpower.com
1600 John F Kennedy Boulevard, Suite 610 , Philadelphia, PA 19103
215-240-8999

On Time Staffing -www.ontimestaffing.com
529 Washington Ave, Philadelphia, PA 19147
866-333-3007

The Protocol Group -
www.protocolgroup.com
111 South Independence Mall E #1110, Philadelphia, PA 19106
215-592-7400

Randstad -www.randstadusa.com
1700 Market St, Philadelphia, PA 19103
215-568-6810

Trinity Staffing - www.trinitystaffserv.com
2340 South Broad Street, Philadelphia, PA 19145
215-218-9300.

Why is it important to file a complaint?

Filing a complaint with PCHR forces noncomplying employers to either remove the question from their selection process or be fined. This helps level the playing field for Philadelphia's returning citizens. Furthermore, Ban the Box complaints provide evidence that the ordinance is being violated. At present, PCHR has received relatively few complaints, suggesting relatively few violations – which we know is not the case. Evidence of widespread noncompliance will allow us get the City's attention and demand more active enforcement of the ordinance.

What other rights do job-seekers with records have?

According to federal Equal Employment Opportunity Commission (EEOC) guidelines, employers can only turn you away for a conviction if that conviction has some relationship to the job you are applying for. If the conviction is too minor, or too old, or for some crime that has no connection to the work that you would be doing, then the employer cannot use that conviction to deny you the job.

How can I get involved in the Ban the Box movement?

Great question! Citizens and community organizations around Philadelphia and around the country are working to eliminate job discrimination against people with criminal records. Contact the Support Center for Prison Advocacy for more information:

Support Center for Prison Advocacy
c/o Philadelphia FIGHT's Institute for Community Justice
1207 Chestnut Street, 2nd floor
Philadelphia, PA 19107
215-525-0460 x410



Get that job!

ABM

1650 Walnut Street, Philadelphia, PA 19103

Alpha Office Supply

2066 West Hunting Park Avenue, Philadelphia, PA 19140.
215-226-2690

A&S Manufacturing

3246 Collins Street, Philadelphia, PA 19134
215-425-6130

Belgrade Parts and Services

2748 East Butler Street, Philadelphia, PA 19137
215-744-1263 x10

Cardone Industry

5660 Rising Sun Avenue, Philadelphia, PA 19120
215-912-3000

C&C Distribution

4343 Whitaker Avenue, Philadelphia, PA 19124
215-291-8200

Cintas

4700 West Jefferson Street, Philadelphia, PA 19131
267-233-5612

Giant Food Stores

2550 Grant Avenue, Philadelphia, PA 19114
215-464-8280

Jerith Manufacturing

14400 McNulty Road, Philadelphia, PA 19154
215-676-4068

Philadelphia Cricket Club - St. Martins Clubhouse

415 West Willow Grove Avenue, Philadelphia, PA 19118
215-247-6001

Philadelphia Coca-Cola Bottling Company

801 East Erie Ave, Philadelphia, PA 19134
215-427-4500

Philadelphia Furniture Surplus

5351 Lancaster Ave, Philadelphia, PA 19131
215-871-0800

Samuels and Son Seafood Company

3400 South Lawrence Street, Philadelphia, PA 19148
215-336-7810

South East Pennsylvania Transportation Authority (SEPTA)

1234 Market Street, Philadelphia, PA 19107

Spotlight

The Brown Family ShopRites have been allies and true community advocates for people with a criminal record. Most positions start as part-time and can lead to full-time.

Search for jobs and apply at:
www.shoprite.com/career-opportunities