

List of Offender Guides

OG01 Job Search Tips for Ex-Offenders
OG02 Resources for Ex-Offenders
OG03 I Need to Change Jobs
OG04 I Was Fired From My Last Job
OG05 Tips for Offenders with Disabilities
OG06 Job Search Issues for Women and Minorities
OG07 How to Relocate to Another Community
OG08 How to Handle the Stress of a Job Search
OG09 What Do Employers Expect from Employees
OG10 Where to Get Job Training
OG11 How to Choose a Career
OG12 How to Determine Your Skills
OG13 SCANS Competencies
OG14 Identifying Your Job Interests & Values
OG15 Ideal Job Worksheet
OG16 What Are Your Salary Needs

OG20 How to Use Your Local One-Stop Career Center
OG21 Using Your Network to Locate Job Openings
OG22 Government Jobs
OG23 Pluses & Minuses of Temporary Employment
OG24 How to Use the Internet in Your Job Search
OG25 How to Apply For a Job Online
OG26 How to Respond to Newspaper Want Ads
OG27 How to Work a Job Fair
OG28 Help Wanted Response Form
OG29 How to Make Cold Calls
OG30 Cold Call Telephone Log
OG31 How to Get Information About Jobs in Your Area
OG32 How to Acquire Job Information by Interviewing
OG33 How to Research the Job & the Employer
OG34 What Are Employee Benefits

OG40 How to Complete a Job Application
OG41 Sample Blank Employment Application
OG42 Sample Completed Employment Application
OG43 How to Write a Résumé
OG44 Components of a Résumé
OG45 Sample Chronological Résumés
OG46 Sample Skills/Functional Résumés
OG47 How to Write an Internet Résumé
OG48 List of Words to Use in Your Résumé
OG49 How to Write a Cover Letter

OG50 Sample Cover Letters
OG51 How to Overcoming Challenges to Employment
OG52 How Do I Deal with Negative Information?
OG53 What Are Pre-Employment Tests

OG60 What Are Interviewers Looking For?
OG61 What Are the Different Kinds of Interviews?
OG62 What Can I Expect During the Interview?
OG63 How to Prepare for the Interview
OG64 How to Ace Telephone Interviews
OG65 Common Interview Questions
OG66 How to Make a Good First Impression
OG67 Pre-Interview Checklist
OG68 Post-Interview Worksheet
OG69 How to Write a Thank You Note
OG70 How to Negotiate a Fair Salary
OG71 How to Respond to a Job Offer
OG72 What to Do When Starting a New Job
OG73 How to Keep Your Job
OG74 How to Set Goals At Work
OG75 How to Effectively Communicate At Work
OG76 How to Effectively Manage Time at Work