

What Can You Do Now?

Employment Preparation for People Who Are Currently Incarcerated

There are things you can do while you are still incarcerated to be more successful in your job search after release.

1. Work with your Case Manager to get your identification documents.

Having the right identification documents will allow you to start applying for jobs as soon as you are released. Talk with your Case Manager about obtaining any ID you need. They can assist you with getting the right forms and documentation.

- **Social Security Card:** You can get a new Social Security card or a replacement card for free from the Social Security Administration. You can mail the application for a Social Security card while you are still in prison. Your Case Manager can help you with the application. If you do not get your card before you leave prison, the application and other information can be found at <https://www.ssa.gov/ssnumber>.
- **Birth certificates** can be ordered while you are in prison from the state where you were born. Your Case Manager can help you find information about where to order a birth certificate. If you do not get your birth certificate before you leave prison, this website shows you where to write for records for each U.S. state: <http://www.cdc.gov/nchs/w2w.htm>.

2. Make a portfolio. Include your classwork and work you completed while you were in prison.

Put together a folder detailing your accomplishments. Include certificates and transcripts to share with employers.

- **GED:** If you earned your GED while incarcerated, make sure to get a copy of your transcript before you are released.
- **Classes or Certifications:** If you completed any classes, gather your certificates or proof of completion. This includes vocational training, academic classes, or employment readiness classes.
- **If you are working** in the facility or with MinnCorr, keep any evaluation forms that are given to you by your supervisor. Think about the skills you learned from your jobs in the facility. Add those skills to your resume. Your transition coordinator can help you.



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- **If you haven't had the chance** to complete any classes, talk to your Case Manager about opportunities that might be available to you.

3. **Work with your Transitions Coordinator and Tutors.**

- Attend employment readiness classes, mock interview opportunities, or any other groups/classes offered by your transitions center.
- Work with a Transitions Coordinator or transitions center Tutor to complete a resume. You can upload your resume to MCIS. You can access MCIS after you are released. If you do not know how to access MCIS, talk to your Transitions Coordinator.
- Use your transition center library resource area to find out about community programs to help you when you are released. You can write letters to organizations you are interested in working with to find out more about their programming and how to enroll.

4. **Attend Transitions Fairs.**

- If you are able, attend your facility's Transitions Fair to learn more about resources available to you when you are released.
- Make sure that you get business cards so that you know the right people to contact to access resources.

5. **Complete this workbook.**

Completing this workbook will help you obtain the skills needed to gain employment, including resume writing, job search, and interview skills.

In addition to the things listed, it is important to work with your Case Manager to make sure that you have what you need to be prepared for your release.