

Eligibility Criteria and Guidelines for Inmate Resume Development and Mock Interview Panel Participation

I. Eligibility

A. Inmates will normally be required to develop a resume and participate in a mock interview prior to discharge. Inmates in the following categories are **not** required to complete a resume or mock interview prior to release from incarceration:

1. Inmates sixty-five (65) years of age or older;
2. Inmates releasing to medical parole or discharging from a prison infirmary setting;
3. Inmates releasing from a Department of Corrections Mental Health unit;
4. Inmates releasing to the custody of another jurisdiction on a warrant or detainer;
5. Inmates returning to community supervision from an intermediate revocation facility; and
6. Inmates that the Department determines would be physically or mentally unable to return to the workforce upon release from incarceration.

B. Inmate resume development and inmate participation in mock interviews have been incorporated into existing programs: Principal Life Skills (PLS) and Transition 2 Community (T2C).

II. Inmates enrolled in vocational training provided by Career Tech will complete resumes and participate in mock interviews in order to successfully complete their vocational program.

For inmates not enrolled in a Career Tech program, case managers will refer inmates within **365 days of discharge** to education or designated trained staff for prioritization into PLS or T2C programs.

III. Inmates not enrolled in Career Tech and have too few days remaining to complete PLS or T2C, will be afforded a Job Readiness Four Day Workshop for resume development and inmate participation in mock interview panels through case management referral within **120 days of discharge**.

IV. Inmates unable to complete the four-day Job Readiness workshop will be provided a resume preparation form. This fill-in-the-blank form gathers enough information to print a resume. The following provides instructions for the options outlined.

- V. Enrollment in Principal Life Skills (PLS) or Transition 2 Community (T2C)
- A. Case managers will refer inmates within 365 days remaining to designated Education or trained staff for placement in a PLS or T2C program. Facility staff should be trained to facilitate T2C.
 - B. Designated Education or trained T2C staff will verify whether referred inmates have previously completed either program. Inmates who have not previously completed will be prioritized by days remaining and placed in one of the programs.
 - C. If staff confirm prior successful completion of inmates on the referral list, they will notify the referring case manager and the case manager will assist inmates in completing the resume preparation form as described in Item VIII of this attachment.
 - D. At the point in the curriculum where resumes are being developed and mock interviews are scheduled, program facilitators will schedule dates and times to print developed inmate resume and coordinate with designated facility staff for scheduling of mock interview panels. Interview panels will normally consist of three panelists and will include such as individuals as:
 - Program Services/Education Staff
 - Facility staff (e.g. facility head, assistant facility head, unit manager, case manager, procedures officer, records officer, etc.)
 - Volunteer, stakeholders
 - E. A Job Readiness Interview questionnaire is provided for use in mock interview panels.
 - F. Virtual participation from interview panelists is encouraged, if the facility can coordinate.
 - G. Upon successful completion of all classroom activities, development of the resume and completion of the mock interview, Education or Programs staff will document successful completion in the online Program Participation database and forward a copy of the developed inmate resume to the facility records officer and referring case manager.
 - H. A copy of the resume will be stored in the inmate's legal file by the records officer. And will be case noted and scanned into ICON.
 - I. If an inmate is physically unable to participate or refuses to participate, the case manager will document the inability to participate or refusal to

participate in a case note.

- J. Achievement credits may only be awarded once for successful completion of approved programs during an incarceration as detailed in OP-090101, Attachment C.

VI. Job Readiness Four-Day Workshop

- A. Case managers will refer inmates who have not previously completed PLS or T2C and who are within 120 days remaining to designated Education or Programs staff for placement in a Job Readiness Four Day Workshop.
- B. Upon referral, Education or Programs staff will prioritize inmates by days remaining and place in a workshop.
- C. Program facilitators will schedule dates and times to print developed inmate resume and coordinate scheduling of these events with facility staff for assistance in the mock interview panels. An interview questionnaire is provided for use in mock interview panels.
- D. Program facilitators will document successful completion and forward a copy of the developed inmate resume to the facility records officer and referring case manager.
- E. A copy of the resume will be stored in the inmate's legal file by records officer.
- F. An electronic copy of each resume with the exception of those developed in Career Readiness programs, will be uploaded into ICON scan documents
- G. If an inmate is physically unable to participate or refuses to participate, the case manager will document the inability to participate or refusal to participate in a case note.
- H. This workshop is NOT eligible for achievement credits. This workshop should only be used if the PLS or T2C is not an option based on days remaining.

VII. Resume Preparation Form:

Inmates with too few days remaining to complete either option outlined will be provided a resume preparation form.

- A. The case managers and/or reentry staff will provide a resume preparation form to inmates nearing discharge with too little time to complete programming.
- B. Case managers will schedule dates and times with education staff to print developed inmate resume.
- C. Case managers are responsible for assisting inmates with resume content for those who have too few days to enroll in PLS, T2C or the Four-Day workshop.
- D. Case managers will document inmates who refuse to participate through case notes.
- E. Education or Programs staff will document inmates who refuse to participate through entry into Program Participation by indicating the termination code "Refused to Participate" after enrolling the inmate in "Resume Developed" and "Mock Interview Panel". **This is the only option that requires documentation in Program Participation in both "Resume Developed" and "Mock Interview Panel" for completion.**
- F. Education staff will forward a copy of the developed inmate resume to the facility records officer and referring case manager.
- G. A copy of the resume will be stored in the inmate's legal file by the records officer.
- H. An electronic copy of each resume, with the exception of those developed in Career Readiness programs, will be uploaded into ICON scan documents.