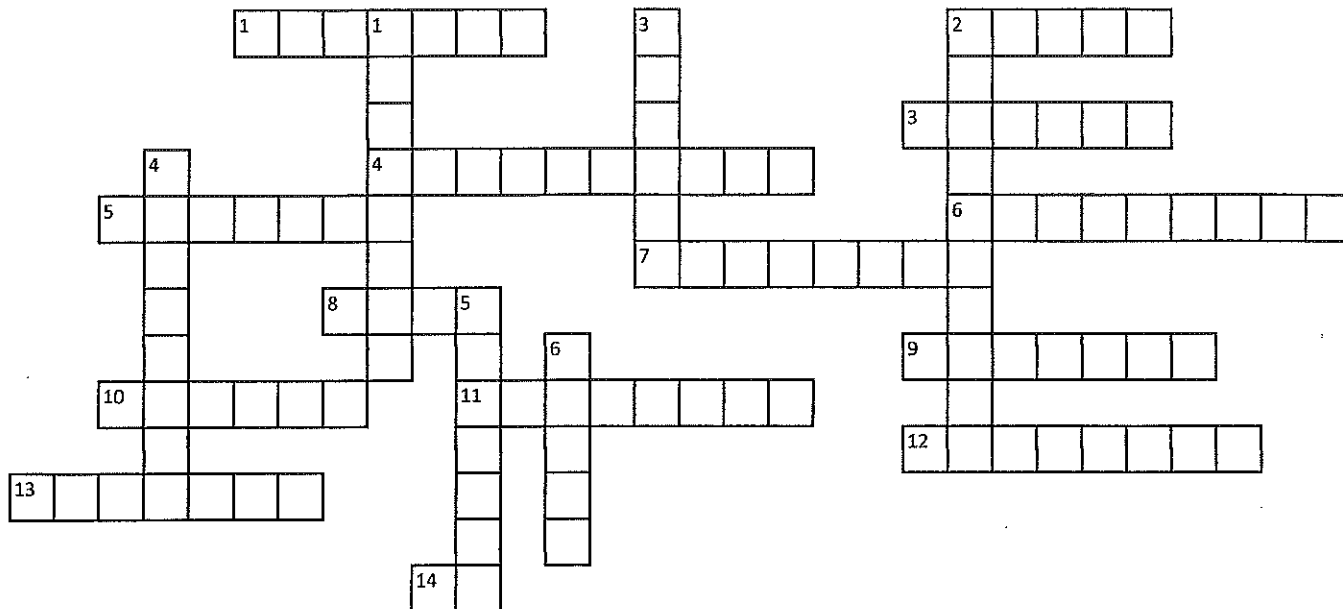


# Crossword Puzzle

## Day #1- Computer Usage

INSTRUCTIONS: Use the Basic Computer Video on the Fairshake Website to answer the following questions. Insert your answers below in the puzzle.



### ACROSS

1. Another name for the screen
2. \_\_\_\_\_ stores data
3. Portable computer
4. \_\_\_\_\_ mail
5. Clock and start button location
6. Computer storage device
7. Save images/data from Internet
8. Another name for start button
9. Frames that contain programs
10. \_\_\_\_\_ stores files
11. Word for searching the Web
12. What you type on
13. Where icons are found
14. @ means?

### Down

1. World Wide Web
2. Portable Memory stick
3. Put data/photos on computer or Internet
4. Key that makes letters capital
5. Standard portal to connect device
6. Device that controls cursor on screen

Name: \_\_\_\_\_

Date: \_\_\_\_\_

# Checklist Day #2 - Release Plans

In our excitement to be released, it's easy to miss items or information we need to accomplish our goals or meet our basic needs. We need a plan. FairShake offers a number of re-entry resources that include not only the basics, but also articles regarding Handling Frustration, Dealing With Rejection, or Employment tips.

On the website, go to Re-Entry Resources and spend some time navigating thru the different resources offered, especially the Custom Re-entry Packet Builder and the list of categories available on Search for a Resource. Use this information to complete your personalized Preparing for Release and In Your First Week checklists below. *Lists can vary*

## Preparing for Release

- Birth Certificate \_\_\_\_\_
- Social security card \_\_\_\_\_
- Clothes to leave in \_\_\_\_\_
- Ride \_\_\_\_\_
- place to go \_\_\_\_\_
- Gate money \_\_\_\_\_
- List of Resources \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_

## In Your First Week

- State issued ID/Driver License \_\_\_\_\_
- AA/NA or Mental Health \_\_\_\_\_
- Affordable clothing \_\_\_\_\_
- Food stamps \_\_\_\_\_
- Transportation/Bus Pass \_\_\_\_\_
- Prepare a Budget \_\_\_\_\_
- Support Group \_\_\_\_\_
- Resume \_\_\_\_\_
- Job Training \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_

**\*If we fail to plan, we plan to fail \***



Name: \_\_\_\_\_

Date: \_\_\_\_\_

## Word Search

### Day #4 - Resources

Instructions: Resources include so much more than housing or employment. The FairShake website is a resource full of resources! For the word search below, go to the Re-entry tab and click on Ready to Print Packet. Scroll down to page 11 where you will find a list of Re-entry topics. Twenty-three of those topics are somewhere in this puzzle.

F O O D P A N T R Y J S D G N I H T O L C V E D  
Y A X U H F Y W Q B Y D W J C T A X M F R I P R  
G P M L Z G C I T I Z E N S H I P O T Z N C J I  
Z B J I C M J Q R P S M P V O R S N A R E T E V  
D O W I L L H X E O V D K R U G F R E E B A C I  
V F T K Y Z O D T A B H E A L T H M E X L F N  
A S R V L M F L C W Q B R T L J S O P S I P T G  
L R E N L D M Y R H J U F L Y U R F L O B A J R  
S P E C I A L C O N S I D E R A T I O N M R G E  
O N E E W H F N S C P Q X H Z B P M Y R O E Q S  
T J D U D A P T S P H K H S L S Z C M D W N L T  
A O U H O B Q G U R W L V O A U J E N W T W R  
T S C M O N E Y L O I V R J B M Y G N N C I U I  
H X A P G S U Z W J F M O H N X J F T L L N E C  
M B T L Q F O O D H N T P L H O F Q U H L G W T  
N L I Y W H T Q W B Z D E D U C A T I O N L O I  
D G O J L S R B Y F A X H O Q N U B F X F T A O  
S R N O L S A L O L E I S U R E T I M E T A T N  
T C A E O V O D N T L C M F W J Q E Q G V K S S  
Q N E B T R A N S P O R T A T I O N E L P Z R D  
J H P O F N Q G B S D Z U H M F V J S R B M U G  
W Z B C T X R E E N T R Y R E S O U R C E S Y A

Name: \_\_\_\_\_

Date: \_\_\_\_\_

## Sentence Scramble

### Day #5 - Self-Awareness

What does it mean to be self-aware and how can it help me be successful? There can be many answers to this question, but one has to do with the area of motivation. Your level of success is based largely on your level of motivation. Are you aware of how motivated you are? Do you know what you can do in order to increase your motivation?

**Instructions:** Click on your Re-entry Resources tab then on Motivation Tips. Read thru the Motivation tips, both on screen and the PDF version, to answer the true/false questions. Then unscramble the three sentences at the bottom.

**\*Hint\* They are Motivation Tips.**

#### True/False

- \_\_\_\_\_ 1. Deciding what you want to do and what you will do when you get there is not part of success.
- \_\_\_\_\_ 2. When you believe your excuses you can become stuck.
- \_\_\_\_\_ 3. You should schedule time to do nothing.
- \_\_\_\_\_ 4. You should always focus on the difficulty of a task.
- \_\_\_\_\_ 5. You should tackle the more undesirable tasks last.
- \_\_\_\_\_ 6. Say no when you need to.
- \_\_\_\_\_ 7. Procrastination is a self-defeating behavior.
- \_\_\_\_\_ 8. You should give yourself a pat on the back for a job well done.
- \_\_\_\_\_ 9. Good vibes create more good vibes.
- \_\_\_\_\_ 10. You should never tell anyone about your goals.
- \_\_\_\_\_ 11. If you dislike certain tasks, you should look at the "big picture".
- \_\_\_\_\_ 12. Organized work is the number one reason for failure.

#### Unscramble the following sentences:

1. jobs make completed have that smaller then off tick the work lists of the you.

---

---

2. accomplishing Review do you your yourself goals your habits see.

---

---

3. the what finally destination your when reach Imagine will be rewards you.

---

---

Name: \_\_\_\_\_ Date: \_\_\_\_\_

# Create Elevator Pitch

## Day #6 - Job Search

On the FairShake website, go to the Re-entry Resources tab - Prepare for Work - How to Get the Job Videos. Watch the video "Social and Physical Networking" then answer the questions below. Once you have finished that, you will create an Elevator Pitch.

### True or False

- \_\_\_\_\_ 1. You should edit your Facebook if you are using it as a platform for job search.
- \_\_\_\_\_ 2. Using common sense will not enhance your chances of getting a job.
- \_\_\_\_\_ 3. A cover letter does nothing to improve your chances of getting an invitation for an interview.
- \_\_\_\_\_ 4. You can't get a job without an interview.
- \_\_\_\_\_ 5. Looking for a job is a full-time job.
- \_\_\_\_\_ 6. People hire resumes.

### Please answer the following questions:

- 7. Who hires you? \_\_\_\_\_
- 8. What is the first step in networking with family and friends? \_\_\_\_\_  
\_\_\_\_\_
- 9. What should your resume look like? \_\_\_\_\_  
\_\_\_\_\_
- 10. What are some options to exchange your information with other people about looking for a job?  
\_\_\_\_\_  
\_\_\_\_\_
- 11. What is an "elevator pitch"? \_\_\_\_\_  
\_\_\_\_\_

**In the space below, create your own Elevator Pitch. Be prepared to share it with the class.**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Name: \_\_\_\_\_

Date: \_\_\_\_\_

## Application Questionnaire

### Day #7 - Applications

When filling out an application of any kind, whether it be for a job or a loan or school, there are certain basic "rules" you should follow. Make sure your handwriting is neat and legible. Fill in all spaces unless it does not apply to you in which case you can put N/A in the space. Make sure you are accurate and honest. Now let's look at some not so basic tips for the application process.

**Instructions:** From the Re-entry Resources tab select Prepare for Work. At the bottom of the Prepare for Work page you will see Federal Bureau of Prisons Employment Handbook written in blue. Open this handbook and read pages 37-43 then answer the following questions.

#### True/False

- \_\_\_\_\_ 1. When you go to an office to fill out an application you should be groomed and dressed as if you were going to an interview
- \_\_\_\_\_ 2. You should lie on the application if you believe it will help you get the job.
- \_\_\_\_\_ 3. A way to answer about felony convictions is to say "will discuss at interview".
- \_\_\_\_\_ 4. You should forget about your application once you have completed it and just wait to hear from the company.
- \_\_\_\_\_ 5. You will never be interviewed on the spot.
- \_\_\_\_\_ 6. After ten nose you should just give up.
- \_\_\_\_\_ 7. You should be polite at all times unless the interviewer is rude to you.
- \_\_\_\_\_ 8. Having a sample script to use will help you be prepared when you inquire about a job.
- \_\_\_\_\_ 9. You should always have a pen and paper handy.
- \_\_\_\_\_ 10. Using "slang" is perfectly acceptable during a phone call, on an application, and during an interview.

**Instructions:** Circle the questions that you will find on an employment application.

First Name	Date of Birth	# of Children	Previous Employer
Current Address	Felony Convictions	Ever been fired	Are you lazy
Date Available	Can you sing	Are you on drugs	Citizenship
High School	Weight/Height	College	Previous Salary
Reason for leaving	Address	Position applied for	Do you live alone
Are you married	Last name	Age	Who do you live with
Are you pregnant	Expected salary	Military service	Referral

Name: \_\_\_\_\_

# Resume Writing

Date: \_\_\_\_\_

## Day #8 - Resumes

Locate the "Resume Guide" in the Prepare for Work section. Use it to answer the questions below.

1. What is the purpose of a resume? \_\_\_\_\_

2. Are resumes always required? \_\_\_\_\_

If you answered no, when wouldn't they be required? \_\_\_\_\_

List 6 reasons to have a resume:

- 1 \_\_\_\_\_
- 2 \_\_\_\_\_
- 3 \_\_\_\_\_
- 4 \_\_\_\_\_
- 5 \_\_\_\_\_
- 6 \_\_\_\_\_

Circle all guidelines to making a better presentation with your resume:

- |   |  |
|---|--|
| No Errors                                   | List phone numbers that will be answered   |
| Make it a work of art                       | List reason for leaving previous jobs      |
| Put "Resume" at the top                     | Use power words                            |
| Include required salary info                | Include full addresses of former employers |
| Shorter is better                           | Writing is concise and to the point        |
| Ensure all basic, expected info is included | Weaknesses are highlighted                 |

Locate the "Accomplishments and Skills Worksheet" in the Prepare for Work section. From the list of Occupational Titles, pick 2 that you would be interested in. For each occupation, choose 3 job skills needed. For the each remaining section except Descriptive words, choose 3 words that would make your resume stand out. Choose 10 Descriptive Words.

### Occupational Title

1 \_\_\_\_\_ 2 \_\_\_\_\_

### Job Skills

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

### Self-Management

### Personality Traits

### Physical Skill

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

### People Skill

### Data-Sorting Skills

### Leadership Skills

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

### Artistic Skills

### Descriptive Words

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_



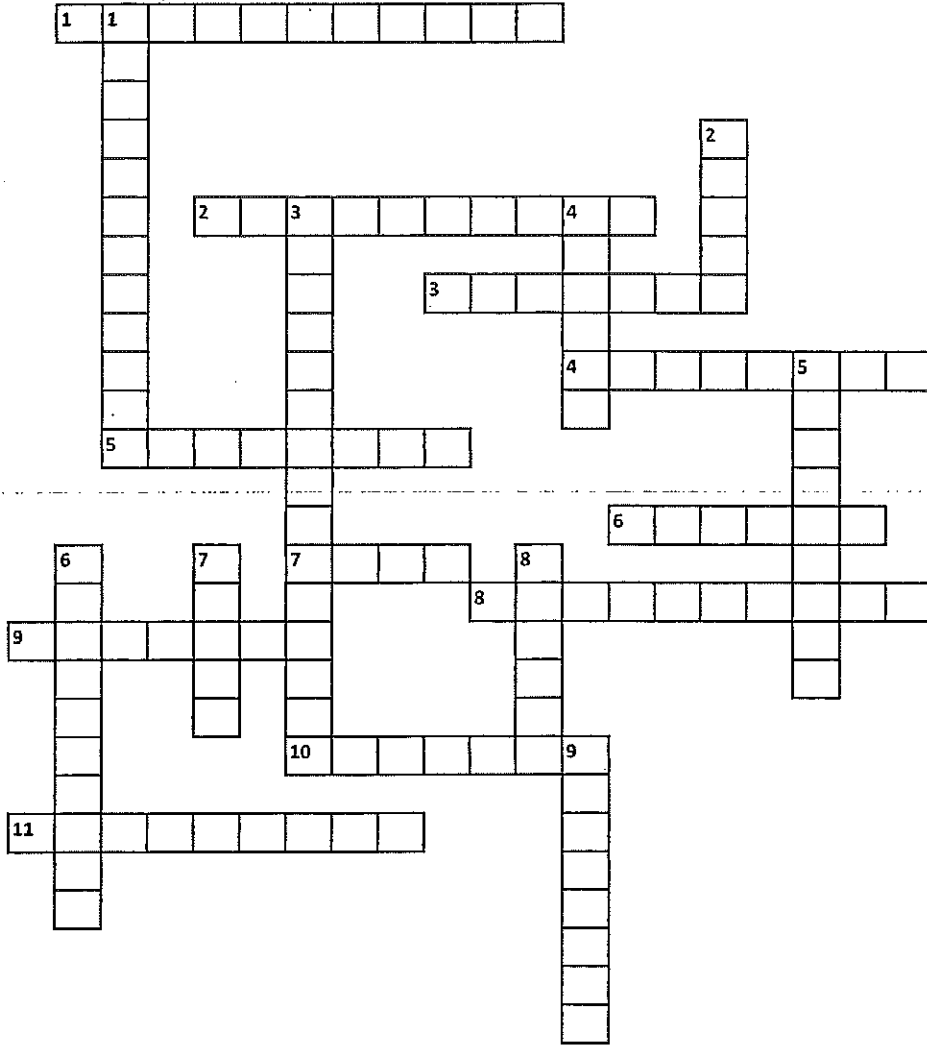
Name: \_\_\_\_\_

# Crossword Puzzle

Date: \_\_\_\_\_

## Day #9 - Interviews

Instructions: Using the Sample Interview Questions sheet found under the Prepare for Work section, answer the questions below and use them to complete the crossword.



### Down:

1. Were you employed or in school when you were \_\_\_\_\_?
2. Why did you \_\_\_\_\_ for this job?
3. What was your biggest \_\_\_\_\_?
4. What do you \_\_\_\_\_ from a supervisor?
5. Have you \_\_\_\_\_ employees or co-workers?
6. When you worked on multiple projects, how did you \_\_\_\_\_?
7. What did you \_\_\_\_\_ from that experience?
8. How do you handle \_\_\_\_\_ and pressure?
9. What is your greatest \_\_\_\_\_?

### Across:

1. Do you have any \_\_\_\_\_ that would inhibit you from doing your job?
2. What \_\_\_\_\_ did you face?
3. What have you learned about our \_\_\_\_\_?
4. Describe good \_\_\_\_\_ service.
5. How do you handle meeting a tight \_\_\_\_\_?
6. If you could \_\_\_\_\_ the past 10 years, what would you do differently?
7. Why should we \_\_\_\_\_ you?
8. What \_\_\_\_\_ would you like in an employer?
9. Have you made a \_\_\_\_\_?
10. How do you evaluate \_\_\_\_\_?
11. Tell me about a difficult \_\_\_\_\_ with a co-worker.

Name: \_\_\_\_\_

# Scavenger Hunt

Date: \_\_\_\_\_

## Day #10 - Using Fairshake Website

INSTRUCTIONS: Find the answer to each question. Write it in the space provided, then click on the answer to lead you to the next page. The answer to the following question will be on that page. Each question will bring you closer to your mission.

**MISSION: Find the emblem with an Eagle. Whose seal is it on?**

1. On the Fairshake homepage, locate and click on the Information Center tab. Which section would you click on to find information about going to college? \_\_\_\_\_
2. Locate and click on the tab where you could find information on things like cooking and finance. What would I click on to learn about computers? \_\_\_\_\_
3. Locate and click on the Re-entry Resource tab. If you want to find information about job openings, what would you select? \_\_\_\_\_
4. You're not finished with the previous page. How can you get back to it without starting over?  
\_\_\_\_\_
5. You have decided Fairshake is an amazing website and full of information. What would you click on to sign-up for membership? \_\_\_\_\_
6. There are so many tools offered on Fairshake, but you're not sure you know how to use them all. What would you click on to get some tutoring? \_\_\_\_\_
7. Now that you're a member, you want to start by setting up your personalized information. Once you click on the member Menu, where would you go to start your Resource Directory?  
\_\_\_\_\_
8. You've been incarcerated for 5 years and are worried about re-entry. You don't always have access to a computer, so where could you go in the re-entry Resources tab to print out some packets?  
\_\_\_\_\_
9. If you don't have a place to live, what tab could you click on to find some resource options?  
\_\_\_\_\_
10. From this list, what topic would you click on to get information on Section 8? \_\_\_\_\_

ANSWER TO MISSION QUESTION: \_\_\_\_\_

Name: \_\_\_\_\_

Date: \_\_\_\_\_

## Word Search Day #12 - Ownership

INSTRUCTION: Find the Ownership Manual on the Fairshake Website. In the word search below, find 20 topics from the manual.

**\*Note\* There are 33 topics so not all will be in the word search.**

L	B	O	U	N	D	A	R	I	E	S	D	J	S	X
W	O	A	T	B	H	C	U	X	V	A	E	B	E	S
I	O	S	T	R	E	S	S	K	A	D	P	V	L	G
R	B	D	S	T	C	I	V	F	L	R	E	I	F	J
A	R	S	L	O	N	B	H	M	U	C	N	D	M	Y
E	L	Z	W	A	F	N	R	L	E	P	D	G	O	N
F	I	L	A	R	Q	C	K	H	I	O	A	S	T	O
V	R	Y	I	S	K	D	O	T	S	P	N	L	I	I
B	D	E	N	I	A	L	E	N	H	Q	C	U	V	S
J	S	I	E	Q	P	E	G	E	T	X	Y	V	A	S
L	C	Q	C	D	B	J	N	Z	D	R	W	H	T	I
A	D	S	U	T	O	E	A	C	R	G	O	B	I	M
W	C	M	I	N	L	M	H	F	N	I	R	L	O	R
R	E	A	L	I	T	Y	C	H	E	C	K	I	N	E
P	Q	Y	R	E	L	A	T	I	O	N	S	H	I	P
K	U	G	E	J	Q	F	C	L	D	P	J	C	L	Z
M	A	Y	K	R	N	U	O	T	Q	G	U	P	I	W
K	L	E	T	R	C	D	E	C	W	Q	F	V	N	O
A	I	S	V	D	E	I	T	I	M	E	S	E	V	A
L	T	Z	K	Q	D	H	S	U	C	C	E	S	S	V
T	Y	A	N	G	E	R	S	E	W	I	S	L	A	X