



Center for Employment Opportunities  
Strategies for Obtaining and Sustaining Employment Workshops

Introduction

**The overall goal of the Strategies for Obtaining and Sustaining Employment Workshop series is to prepare participants for their entry (or re-entry) into a formal work environment.** To achieve this goal, CEO identified five behaviors (see facilitator handout) that participants must acquire in order to stay engaged in the labor force. **It is the Facilitator's responsibility to help participants connect the acquisition of these skills to their ability to succeed at work.** In The Neighborhood Works Project (NWP) this knowledge is translated into action as participants practice, sometimes for the first time in their lives, getting to work on time, conforming to a dress code, maintaining a positive attitude, working as a member of a team and taking criticism from a Supervisor

It is essential for the Facilitator to:

- ✦ Model the 5 behaviors of the CEO CPs both in the manner of his facilitation and in his interaction with participants
- ✦ Make these behaviors tangible by connecting them to the achievement of life goals
- ✦ Identify JC moments during the course of the Workshops to reinforce the practice of these behaviors

**The facilitator's primary responsibility is to the participants -- the participants are best served when the facilitator diligently and unfailingly incorporates the following practices:**

**Practices for good workshop facilitation<sup>1</sup>:**

- ✦ Listen actively without interrupting or judging
- ✦ Accept each person's feelings
- ✦ Respond to what is being said with appropriate feeling words and with non-judgmental phrasing
- ✦ Name the feelings that go along with what is being said
- ✦ Use the power of silence to encourage participants to participate
- ✦ Be aware of your body language, voice quality and vocabulary
- ✦ Make sure to convey the desired message through what is said and by how it is said
- ✦ Encourage all to participate
- ✦ Speak briefly, do not dominate discussions
- ✦ Keep to agenda

<sup>1</sup> Excerpted from the Children's Village, Work Appreciation for Youth, Pre-Employment Workshop Series

DAY 1	WORKSHOP ACTIVITY
<p><b>Mondays: 9 to 3 PM</b></p> <p><b>Daily:</b></p> <ul style="list-style-type: none"> <li>▪ Instructor is present in the classroom greeting participants upon arrival</li> <li>▪ Instructor utilizes dry eraser board and has writing utensils available for participants to take notes</li> <li>▪ Instructor insures all class work is prominently displayed</li> </ul> <p><b>Facilitator forms &amp; handouts:</b></p> <ul style="list-style-type: none"> <li>▪ Attendance &amp; Metro-Card sheets (Daily)</li> <li>▪ <b>HR Packet:</b> <ul style="list-style-type: none"> <li>1) Support Verification; 2) Education Level; 3) Authorization for Release of Information; 4) Confirmation Receiving <i>Notice of Rights</i>; 5) Voter Registration Customer Questionnaire – Felony Conviction &amp; Voting Rights information [<b>page 7 in part II of Participant Workbook</b>]; 6) Draft Verification; 7) WIA; 8) Inter-Agency Addiction Program [<b>SHOCK participants</b>]; 9) CEO Rules &amp; Regulations [separate document]; 10) Participant Profile [separate document]</li> </ul> </li> <li>▪ Facilitators CEO CPs (Daily)</li> <li>▪ Passport to Success</li> <li>▪ McDonald’s Food Vouchers (<b>Note: Participants residing in shelters are given 1 McDonald’s voucher daily</b>)</li> </ul> <p><b>Participant handouts:</b></p> <ul style="list-style-type: none"> <li>▪ Participant Workbook</li> </ul>	<p><b>9:00 to 9:30</b></p> <ul style="list-style-type: none"> <li>• Attendance &amp; Metro Card</li> <li>• Intake document collection</li> <li>• HR/Intake Packet completion</li> </ul> <p><b>9:30 to 10:45 Selling the Benefits:</b></p> <ul style="list-style-type: none"> <li>• Instructor elaborates on the <b>Rules and Regulations</b> governing participation in CEO’s program and will distribute form for signature</li> <li>• Instructor describes CEO’s core focus (<b>help find non-CEO jobs</b>) through detailing CEO’s overall program, the departments and services, and gives instruction on how to navigate the process to successfully utilizing CEO as a means to seek, obtain and sustain stable employment. Instructor discusses the following topics: <ul style="list-style-type: none"> <li>A. Index [<b>page 3 in part I of participant workbook</b>] (i.e. – frequently used terms</li> <li>B. Parole: <ul style="list-style-type: none"> <li>a) Special Conditions / Values exercise [<b>page 4 in part I of participant workbook</b>]</li> <li>b) Fee / budget [<b>pages 5 &amp; 6 in part I of participant workbook</b>]</li> </ul> </li> <li>C. Programming outside of CEO</li> </ul> </li> </ul> <p><b>10:45 to 11:00 Break</b></p> <p><b>11:00 to 11:15 Staff Visitor: Responsible Fatherhood Program (RFP) Job Coach:</b></p> <ul style="list-style-type: none"> <li>• Member of CEO’s Fatherhood Program describes services available to participants and how participants would benefit from those services. Staff describeS the program’s parenting and counseling services; assistance to help participants meet their child support obligations; the availability of court advocacy services to address arrearages; and informS participants’ about Tuesdays RFP class.</li> </ul> <p><b>11:15 to 12:00 Sexual Harassment Presentation</b></p> <p><b>12:00 to 12:30 CEO Video</b></p> <p><b>12:30 to 1:30 Lunch</b></p> <p><b>1:30 to 2:00 Discussion on Conviction/Job Related Limitations (including parole):</b></p> <ul style="list-style-type: none"> <li>• Refer to Legal Action Center &amp; National H.I.R.E. Network “Know Your Rights” [<b>pages 7-10 in part I of Participant Workbook</b>] Booklet discussing topics: <ol style="list-style-type: none"> <li>1. Overview of Things to Know</li> <li>2. Arrest VS Conviction</li> <li>3. Background Checks</li> <li>4. Sealing</li> <li>5. Certificates of Rehabilitation</li> <li>6. Job Interviews/Applications: Sample Questions &amp; Answers</li> </ol> </li> </ul>

<ul style="list-style-type: none"><li>▪ <b>Rapid Rewards Program [pages 3-4 in part II of Participant Workbook] (Note: Retention info. On page 2 in part II of Participant Workbook)</b></li></ul>	<p><b>2:00 to 2:30 Discussion on Managing CEO &amp; Employment Expectations focusing on Education and Experience (Note: utilize this topic as segue to introduce Post Placement Services – Rapid Rewards)</b></p> <p><b>2:30 to 3:00 Recap; Intake document review; Metro Card distribution</b></p>

**TUESDAY**

**(10:00 to 1:30)**

**RESPONSIBLE FATHERHOOD  
PROGRAM CLASS**

**Instructions for the Facilitator:**

- 1) You will need dry erase or permanent markers
- 2) Access to a flip chart or a white board
- 3) The Facilitator's Handout for the CEO CPs
- 4) The mock employment application forms

**10:00 to 10:15**

- RFP staff introduces the fatherhood program once more to all the fathers in both groups. Participants are escorted to the 5<sup>th</sup> floor at 10:00. At the end of the introduction, participants who decline enrollment in the RFP program are escorted back to the 6<sup>th</sup> floor to rejoin LSE classes already in session.

**10:15 to 11:45 Practice Verbal Communication**

- **Instructor demonstrates effective verbal communication through discussion of the "Top 15 interview questions." Participants engage in discussions of how to answer the conviction question and practice using it during an interview for a job.**

**11:45 to 12:15 The CEO CPs: Personal Presentation:**

- Using the definitions for each behavior in the "Facilitator's Handout" as a frame for this discussion, the instructor engages the participants in a **guided** brain storming exercise to develop a definition of "**Personal Presentation**"
- Instructor associates the definitions (up to 5) with the class rules; will share a (real or imagined) example of his/her "Personal Presentation" and asks each participant to give examples of this from their work experience (if none, use school experience as a substitute)

**12:15 to 12:30 Break**

**12:30 to 1:30 Fatherhood initial class**

- **An RFP instructor** conducts class on choosing the perfect father to demonstrate the fatherhood program and to begin group-bonding process.

**1:30 Return to Regular LSE class**

- RFP staff escorts the participants back to the regular LSE

DAY 2	WORKSHOP ACTIVITY
<p><b>Tuesdays: 9 to 3 PM</b></p> <p><b>Participant handouts:</b></p> <ul style="list-style-type: none"> <li>▪ Social Security information [page 8 in part II of Participant Workbook]</li> <li>▪ Inexpensive interview clothing shops [on page 5 in part II of Participant Workbook]</li> <li>▪ Commonly Asked Questions Pre-Test (separate document)</li> <li>▪ Interview Workshop Suite [pages 13-22 in part I of Participant Workbook]: <ul style="list-style-type: none"> <li>I. Self Job Search Strategy (P.13) Grooming &amp; Attire (P.14) Calendars (P.16)</li> <li>II. Preparing for the Interview: Points to Remember (P.17)</li> <li>III. Preparing for the Interview: include 12 Tough Questions &amp; Their Answers, and Commonly Asked Questions (P.19-20)</li> <li>IV. Money Words (P.25)</li> </ul> </li> <li>▪ Elevator Etiquette with Do's &amp; Don'ts [page 22 in part I of Participant Workbook]</li> <li>▪ Know Your Industry [page 23 in part I of Participant Workbook]</li> <li>▪ 30 Second skit [page 24 in part I of Participant Workbook]</li> <li>▪ Mock Interview [pages 27-32 in part I of Participant Workbook]</li> <li>▪ Conviction Question [page 26 in part I of Participant Workbook]</li> </ul>	<p><b>9:00 to 9:15</b></p> <ul style="list-style-type: none"> <li>• Attendance &amp; Metro Card</li> <li>• Intake document collection</li> <li>• ID Card Production (Social Security)</li> </ul> <p><b>9:15 to 9:30</b></p> <ul style="list-style-type: none"> <li>• <b>Review Day 1</b></li> <li>• <b>Commonly Asked Questions Pre Testing:</b> Instructor will test participants ability to answer selected interview questions</li> </ul> <p><b>9:30 to 10:00 Introduction to CEO CPs [page 12 in part I of Participant Workbook] (Note: at 10:00 RFP Job Coach Will Pull Selected Participants for Workshop):</b></p> <ol style="list-style-type: none"> <li>1. Cooperation with Supervisors</li> <li>2. Effort at Work</li> <li>3. On-Time</li> <li>4. Cooperation with Coworkers</li> <li>5. Personal Presentation</li> </ol> <ul style="list-style-type: none"> <li>• Instructor uses CEO CP behavior definitions, providing professional examples and relating them directly to NWP and employment, to encourage a full understanding of the benefits of utilizing the CEO CP behaviors to obtain and sustain employment</li> </ul> <p><b>10:00 to 10:45 Instruction on Implementing a Self Job Search Plan:</b></p> <ul style="list-style-type: none"> <li>• Instructor discusses Job Search Preparation including the utilization of limitations and managing expectations</li> </ul> <p><b>10:45 to 11:00 Break</b></p> <p><b>11:00 to 12:30 Interview Techniques 1:</b></p> <ul style="list-style-type: none"> <li>• Instructor describes verbal/non-verbal communication, communication styles and appropriateness, and engages participants in <b>creating an Opening 30-Second Pitch addressing the commonly asked question "Tell me a little about you" – pitch will be based on professional, educational and personal information</b></li> </ul> <p><b>12:30 to 1:30 Lunch</b></p> <p><b>1:30 to 2:30 Interview Techniques 2:</b></p> <ul style="list-style-type: none"> <li>• Video: Putting the Bars Behind you. Instructor will utilize the video to highlight and discuss the interview process as outlined by the Facilitator Handout and engage participants in discussions on how to answer questions concerning convictions</li> <li>• Engage participants in mock interview practice using <i>Opening Pitch</i>, conviction question, commonly asked questions and answers and questions to ask</li> </ul> <p><b>2:30 to 3:00 Recap; Intake document review; Metro Card distribution</b></p>

DAY 3	WORKSHOP ACTIVITIES
<p><b>Wednesdays 9 to 3 PM</b></p> <p><b>Participant handouts:</b></p> <ul style="list-style-type: none"> <li>▪ Mock Interview Evaluations [page 33 in part I of Participant Workbook]</li> <li>▪ Personal Data form (separate document)</li> </ul> <p>Note: Instructor should pre-arrange for use of television and video equipment</p>	<p><b>9:00 to 9:45 (Note: Accepted RFP participants relocate to Regular Parole classroom. Present instructor is responsible for recording attendance and work-sites, distributing metro cards and certificates, and completing PTS booklets. Completed duties should be imparted to Regular Parole instructor.)</b></p> <ul style="list-style-type: none"> <li>• Attendance &amp; Metro Card</li> <li>• Intake document collection</li> <li>• ID Photos &amp; Boot recording (separate document: Boot list)</li> </ul> <p><b>9:45 to 10:00</b></p> <ul style="list-style-type: none"> <li>• <b>Review Day 2</b></li> </ul> <p><b>10:00 to 10:45 Mock Interview Review, Practice &amp; Record</b></p> <p><b>10:45 to 11:00 Break</b></p> <p><b>11:00 to 11:30 Staff Visitor: Job Developer</b></p> <p><b>11:30 to 12:00 Washington Mutual Representative (Note: Young Adult Job Coach Will Pull Selected Participants for Workshop)</b></p> <p><b>12:00 to 12:30 Staff Visitor: DATA</b></p> <p><b>12:30 to 1:30 Lunch</b></p> <p><b>1:30 to 2:00: Staff Visitor: Job Coach</b></p> <p><b>2:00 to 2:30 Review Mock Interview Recordings:</b></p> <ul style="list-style-type: none"> <li>• Instructor discusses how to deal with gaps in work history or education and how to answer the conviction question on job applications</li> <li>• Instructor explains the purpose of the Personal Data Sheet (PDS) and distributes for participants to complete as home work</li> <li>• Instructor reviews Points to Remember for completing the PDS [page 35 in part I of Participant Workbook]</li> <li>• Instructor explains the design and purpose of resumes [pages 36-41 in part I of Participant Workbook]</li> </ul> <p><b>2:30 to 3:00 Recap; Intake document review, Metro Card distribution</b></p>

<b>DAY 4</b>	<b>WORKSHOP ACTIVITIES</b>
<p><b>Thursdays: 9 to 12:30 PM</b></p> <p><b>Facilitator forms &amp; handouts</b>  <b>– NWP Supplies:</b></p> <ul style="list-style-type: none"> <li>▪ NWP Worksite Request</li> <li>▪ Self Placement forms (separate document)</li> <li>▪ Commonly Asked Questions Post Test (separate document)</li> <li>▪ Health Insurance information [page 6 in part II of Participant Workbook]</li> <li>▪ PTS (Passport to Success)</li> <li>▪ Certificates</li> </ul>	<p><b>9:00 to 10:00 Intake Documentation Collection:</b></p> <ul style="list-style-type: none"> <li>• Attendance &amp; Metro Card</li> <li>• Intake document collection</li> <li>• Clearance/Data procedures (record Work-Sites for cleared participants aged 26 &amp; older)</li> </ul> <p><b>10:00 to 10:30 Staff Visitor: Post Placement Services</b></p> <p><b>10:30 to 11:00 Break</b></p> <p><b>11:00 to 11:15 Commonly Asked Questions Post Test:</b>  Instructor will re-test participants ability to answer selected interview questions to measure obtained progress from LSE workshop</p> <p><b>11:15 to 12:30 Distribution/Task Completion</b></p> <ul style="list-style-type: none"> <li>• PTS completion: 1) JC &amp; extension; 2) Appointment Day</li> <li>• JD Assessment (Note: McDonalds vouchers distributed for appointments 2:30 and after)</li> <li>• Certificates</li> <li>• LSE Completion Certificates</li> <li>• Metro Cards</li> </ul>



Center for Employment Opportunities

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Job Development and Coaching

Home Console Leads Accounts **Contacts** Participants Opportunities Reports Documents Dashboards Placements

Contact

Printable View | Customize Page | Help for this Page

« Back to List: Contacts

Open Activities (2) | Activity History (5+) | JSR Assessments (1) | Placements (Participant) (0) | Follow Ups (0) | Interview Skills Assessments (1) | YA Assessments (0) | Interviews (0) | Notes & Attachments (1) | Post-Placement - Communication (Participant) (0) | Rapid Rewards (0) | Paystubs (0)

Contact Detail

Edit Clone Request Update

Name	██████████
Account	CEO Participants
Status	Not Job Start Ready
Nigel Status	
Email	
NYSID	9377172Y
Parole Bureau (old)	Man 5
Parole Officer (old)	Knowings, R
PO Bureau	

Contact Record Type	Participant [Change]
CEO ID	██████████
Social Security Number	██████████
Job Developer	██████████
Retention Specialist	
Job Coach	██████████
JCA	
RJC	
Appointment Day	

Retention Status

Retention Status	
Assigned By	

Retention Status Date	
Assigned Date	

Facility

Release Facility	Parole Group
------------------	--------------

Facility Type	Shock
Actual Facility	

RS Transfer

Transfer RS	
Transfer Cause	

Transfer Date	
---------------	--

Address & Contact Information

Home Phone	██████████
Mobile	██████████
Best Time to Call	Morning (9AM to 12PM)
Additional Contact Name	
Emergency Contact Name	
Emergency Contact Phone	

Mailing Address	8 ██████████ J ██████████
Borough	██████████
Other Address	

Documents

Gov't-issued Photo ID Number

Useful Links

[Google Maps](#)  
Show all monthly activity

[Show All Retention Communication](#)

[Rapid Rewards Tally](#)

Demographics

Gender	Male
Languages	Spanish
U.S Citizen	Yes
Valid Work Papers	Yes
Court-ordered child support payments	No
Ever Received any Government Assistance	Yes
Now Receiving	Food Stamps

Birthdate	8/25/1982
Age	25
Marital Status	Never Married
Number of Children	1
Lives With	
If shelter or program: Name	
Shelter or Program: Address	

CEO Programs

WIA/SBS	
Young Adult Program	
Responsible Fatherhood Program	
Business Group	
BCC	
AOD Enrollment	
Medgar Evers	

WIA/SBS Enrollment	
US DOL	
Learning Institute Retention Study	
RS Assigned	
LT Assigned	
AOD Enrollment Method	

Convictions History

Parole Max-Out	7/5/2008
Misdemeanors / Felonies	
Conviction Notes	
Conviction (1)	CPCS 5TH
Sentence Date (1)	11/8/2006
Release Date (1)	7/5/2007
Conviction (2)	
Sentence Date (2)	
Release Date (2)	
Conviction (3)	
Sentence Date (3)	

Release Date (3)

**Restrictions**

Curfew

Other shift scheduling restrictions

Work environment restrictions

**Education**

Received GED

Received HS Diploma

Institution

Highest Education Level Attained

Major or Focus

Degree Obtained

TABE - Verbal 8.0

TABE - Math 7.0

**Work Experience**

Work Experience (1) Maintenance – Floor Repair/Service

Other Work Experience (1)

Where they got it (1) While incarcerated

Name of Company (1) Shock

How long? (1) 1-2 yrs

Reason for leaving (1) Relocated

Work Experience (2)

Other Work Experience (2)

Where they got it (2)

Name of Company(2)

How long? (2)

Reason for leaving(2)

Work Experience (3)

Other Work Experience (3)

Where they got it (3)

Name of Company(3)

How long? (3)

Reason for Leaving (3)

Work Experience (4)

Other Work Experience (4)

Where they got it (4)

Name of Company (4)

How long? (4)

Reason for leaving (4)

**Certifications and Licenses**

Certificates

Licenses

Certificates and License Comments Flooring

Date Certificate(s) Attained

Date License(s) Attained

**Job Preferences**

Job Preference (1) Maintenance – Floor Repair/Service

Job Preference (2) Customer Service – Security

Job Preference (3) Customer Service – Customer Service Rep

Job client prefers not to do Food Service - Food Prep

**Hobbies and Interests**

Personal Interest Reading; Writing; Music

Performing Rapping

Hobbies and Interests Comments

Personal Interests Reviewed

Personal Fitness Jogging

Sports

Sports and Interests Comments

**Job Specific Skills**

Participant Soft Skills

Participant Hard Skills

**Rapid Rewards**

Rapid Rewards Enrollment

Referred By

Enrolled By

**VDP Assessment**

VDP Assessment

Participant ██████████ who lives at ██████████ JACKSON HEIGHTS His phone number is ██████████ and speaks the following languages: Spanish. ██████████ has worked in Maintenance – Floor Repair/Service for ShockWe will consider ██████████'s interests of Reading, Writing, Music, Rapping, Jogging in conducting our job search. Our job search will focus on Maintenance – Floor Repair/Service, Customer Service – Security and Customer Service – Customer Service Rep. ██████████ has indicated to us that he does not want to work in the Food Service - Food Prep field, so we will consider this in finding a suitable job match.

Job Developer Next Steps and Rationale Developing for Floors and ITS for Architectual design. After JSR resume etc.

**System Information**

Created By Abhishek Pandey, 7/12/2007 11:40 AM

Last Modified By Abhishek Pandey, 8/30/2007 12:36 PM

[Edit](#) [Clone](#) [Request Update](#)

**Open Activities**

[New Task](#) [New Event](#)

[Open Activities Help](#)

Action	Subject	Reason	Related To	Task	Due Date	Status	Priority	Assigned To
<a href="#">Edit</a>   <a href="#">Cls</a>   <a href="#">Not JSR</a>				<input checked="" type="checkbox"/>	7/26/2007	In Progress	High	<a href="#">Nick Rose-Meyer</a>
<a href="#">Edit</a>   <a href="#">Del</a>   <a href="#">Job Coaching</a>	Job Coaching	Job Coach Appt.		<input type="checkbox"/>	9/25/2007 11:30 AM			<a href="#">Victor Burford</a>

**Activity History**

[Log A Call](#) [Mail Merge](#) [Send An Email](#) [Request Update](#) [View All](#)

[Activity History Help](#)

Action	Subject	Reason	Related To	Task	Due Date	Assigned To	Last Modified Date/Time
<a href="#">Edit</a>   <a href="#">Del</a>   <a href="#">Job Coaching</a>	Job Coaching	Job Coach Appt.		<input type="checkbox"/>	9/18/2007 11:30 AM	<a href="#">Victor Burford</a>	8/28/2007 4:04 PM
<a href="#">Edit</a>   <a href="#">Del</a>   <a href="#">Job Coaching</a>	Job Coaching	Job Coach Appt.		<input type="checkbox"/>	9/18/2007 10:00 AM	<a href="#">Victor Burford</a>	9/18/2007 4:13 PM
<a href="#">Edit</a>   <a href="#">Del</a>   <a href="#">Job Coaching</a>	Job Coaching	Job Coach Appt.		<input type="checkbox"/>	9/11/2007 11:30 AM	<a href="#">Victor Burford</a>	8/28/2007 4:04 PM
<a href="#">Edit</a>   <a href="#">Del</a>   <a href="#">Job Coaching</a>	Job Coaching	Job Coach Appt.		<input type="checkbox"/>	9/11/2007 9:15 AM	<a href="#">Victor Burford</a>	9/11/2007 3:24 PM
<a href="#">Edit</a>   <a href="#">Del</a>   <a href="#">Job Coaching</a>	Job Coaching	Job Coach Appt.		<input type="checkbox"/>	9/4/2007 11:30 AM	<a href="#">Victor Burford</a>	8/28/2007 4:04 PM

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**JSR Assessments**

[New](#)

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Action	JSR Assessment ID	JSR	Logistically Able to Work	Commitment to Work	Has Documentation	Realistic Expectations of Work	Good Personal Presentation	Assessment Date
<a href="#">Edit</a>	<a href="#">JSR-07-12-2007-778</a>	No	YES	YES	YES	YES	YES	7/12/2007

**Placements (Participant)**

[New](#)

[Placements \(Participant\) Help](#)

No records to display

**Follow Ups**

[Follow Ups Help](#)

No records to display

**Interview Skills Assessments**

[New](#)

[Interview Skills Assessments Help](#)

Action	Assessment#	Physical Posture	Eye Contact	Facial Expressions	Answers Questions Clearly & Effectively	Minimal Slang	Listening Skills	Self-Confidence	Created Date
<a href="#">Edit</a>	<a href="#">ASSESS-071907-780</a>	3	3	3	3	3	3	3	7/19/2007

**YA Assessments**

[YA Assessments Help](#)

No records to display

**Interviews**

[New](#)

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No records to display

**Notes & Attachments**

[New Note](#)

[Attach File](#)

[View All](#)

[Notes & Attachments Help](#)

Action	Type	Title	Last Modified
<a href="#">Edit</a>   <a href="#">Del</a>   <a href="#">View</a>	Attachment	████████████████████	9/11/2007 3:26 PM

**Post-Placement - Communication (Participant)**

[Post-Placement - Communication \(Participant\) Help](#)

No records to display

**Rapid Rewards**

[New](#)

[Rapid Rewards Help](#)

No records to display

**Paystubs**

[New](#)

[Paystubs Help](#)

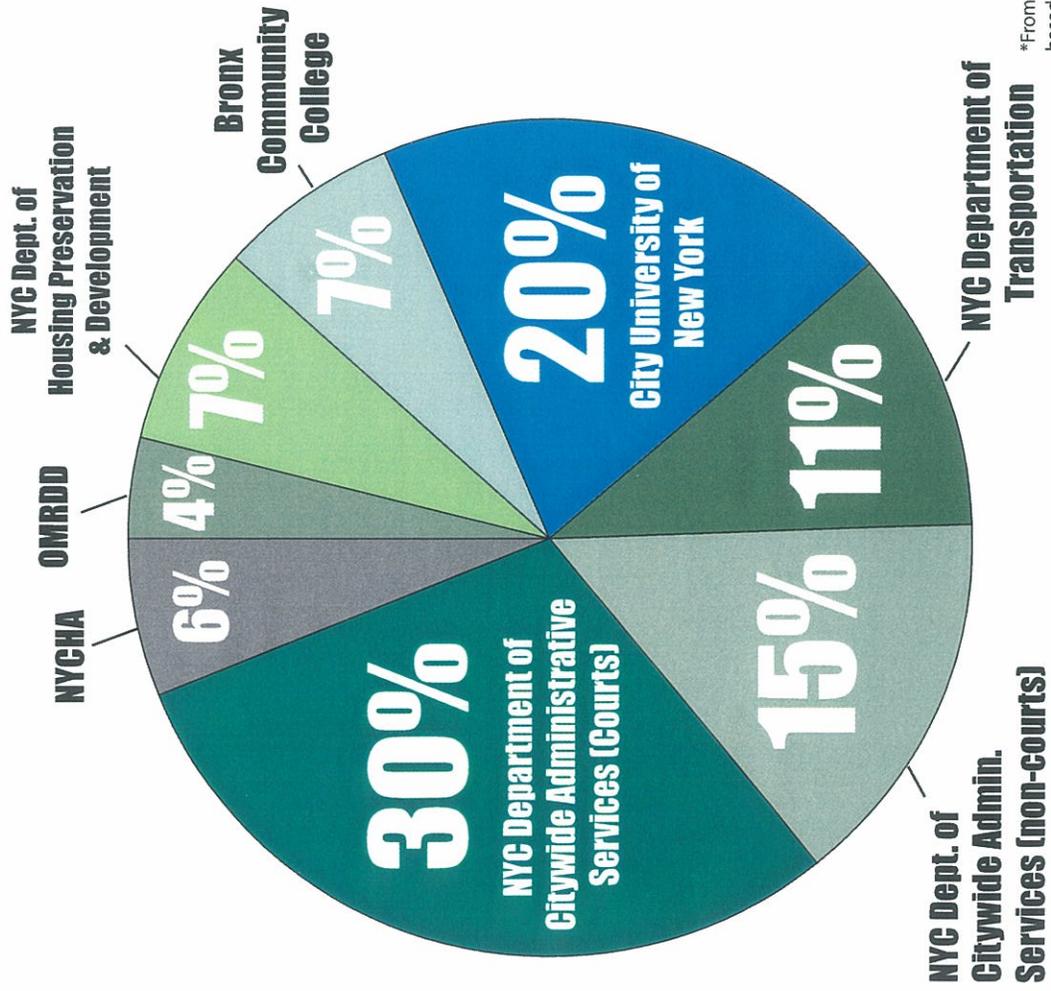
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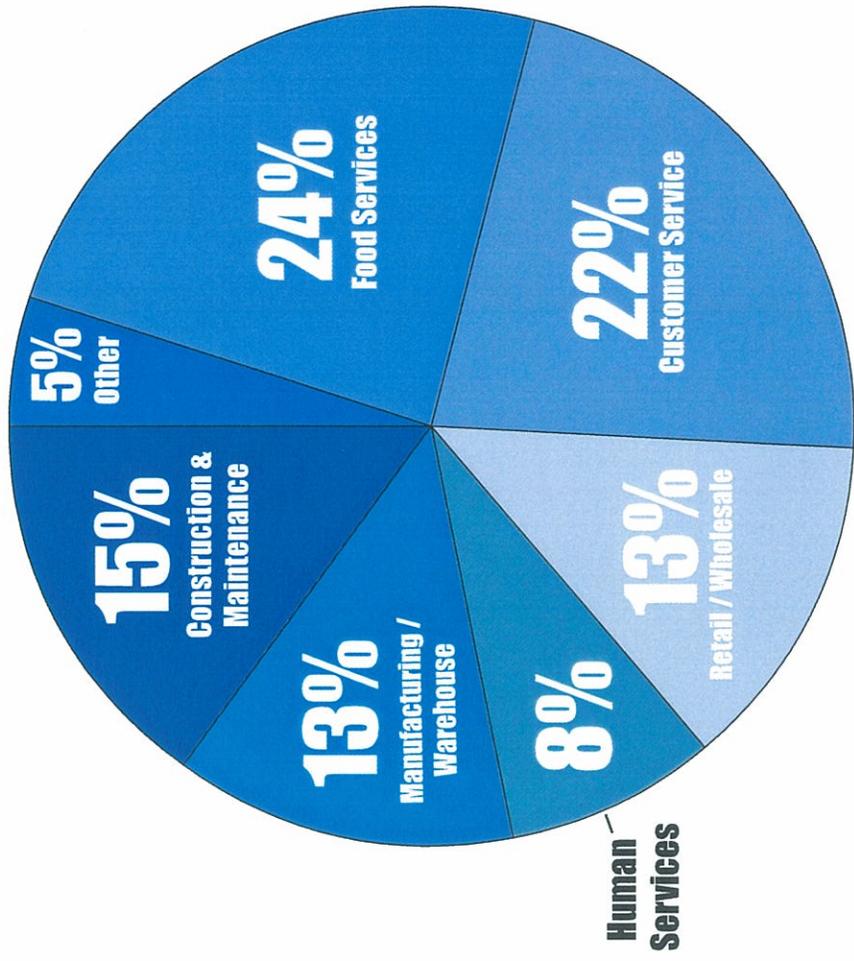
# Where We Work

## Distribution: Transitional Crews\*



## Sectors:

## Permanent Jobs



\*From 9.1.06 - 9.20.06, based on 242 work slots

# Center for Employment Opportunities

## Job Retention Services

Research shows that the longer a person stays employed, the less likely the prospect of re-incarceration. For this reason, CEO offers comprehensive post-job placement support services to clients. Program elements include:

### Retention Efforts That Start at Day One

CEO post-placement strategy starts as early as the first week of pre-employment. CEO's retention staff facilitate a workshop on "Retention Skills- Organizational Thinking: Your Plan for Your Success," during pre-employment training that teaches participants the various tools CEO uses to help formally incarcerated people both find and keep employment.

### Rapids Rewards Employment Incentives Program

CEO provides monthly incentives to participants who have attained a permanent job. These incentives, which include cards for mass transportation (MetroCards) and vouchers for groceries, specifically address the critical needs of participants in low earning jobs. Rapid Reward Incentives are organized as coupons that can be "redeemed" each for month that a participant can verify employment.

<b>RAPID REWARDS PROGRAM</b>	<b>\$50 value!</b>	<b>RAPID REWARDS PROGRAM</b>	<b>\$84 value!</b>	<b>RAPID REWARDS PROGRAM</b>	<b>\$116 value!</b>	<b>RAPID REWARDS PROGRAM</b>	<b>\$200!</b>
<b>Job Start Date:</b> _____		<b>4<sup>th</sup> Month:</b>		<b>RAPID REWARDS PROGRAM (Months 10 &amp; 11)</b>		<b>12<sup>th</sup> month from job start:</b>	
<b>30<sup>th</sup> day after start:</b> _____		Give your JC <b>one</b> pay stub and Earn:		<b>Second Retention Milestone:</b>		Bring in a <b>PAY STUB</b> after <b>12 consecutive months</b> of non-CEO employment and earn:	
Bring in your <b>30<sup>th</sup> day PAY STUB</b> and earn <b>5 Metro Cards</b> and earn <b>Grocery Store Vouchers</b> worth		<b>\$40.00 Grocery Store Voucher;</b>		<b>\$40.00 Grocery Store Voucher;</b>		<b>\$200 Check</b>	
<b>\$30.00</b>		<b>5 metro cards</b>		<b>One 30 day unlimited metro card</b>		<b>\$200 Career Advancement Assistance</b>	
<b>Date received:</b> _____		<b>One 7 day unlimited metro card</b>				<b>Eligibility to apply</b> for employment with CEO (see #11 below)	
		<b>Date received:</b> _____		<b>Date received:</b> _____		<b>Date received:</b> _____	

### Intensive Support for the first 30 Days and Beyond

To support participants during the first crucial days of unsubsidized employment, CEO employment retention staff closely monitors participants using a wide range of support activities. Within 30 days of placement CEO staff verify the employment of each placed participant; conduct a field visit to the place of business; contact employed participants at least once a week to answer any questions or identify emerging problems regarding employment; and contact the employer to get feedback on how the participant is behaving in a job. At the end of 30 days, retention staff completes a Workforce Engagement Risk Assessment form for each participant to determine the intensity and frequency of contact needed to ensure that he/she remain engaged in the workforce for 12 months. CEO participants continue to work with retention staff to accomplish retention goals as laid out in their individualized retention plan.

### Camaraderie and Support: CEO Retention Dinners and Other Events

CEO believes that contact with our staff is only one component of a successful retention effort. Retention dinners and other special events for employed participants who have reached retention goals offer participants a chance to see themselves as a part of a cohort of successful workers. These special events are another way for CEO to celebrate participants' achievement of milestone goals. At retention dinners, CEO staff serves participant and their guests a catered meal, after which the employed receive awards for achieving labor force retention milestones.

For more information, contact:

Mary Bedeau  
Director of Job Coaching and Retention  
32 Broadway  
New York, NY 10004

Phone: 212-422-4430, ext. 345  
Fax: 212-422-4855  
Email: mbedeau@ceoworks.org



Center for Employment Opportunities  
Neighborhood Work Project  
Vocational Development Program

## Why hire CEO workers?

> You save time and money |

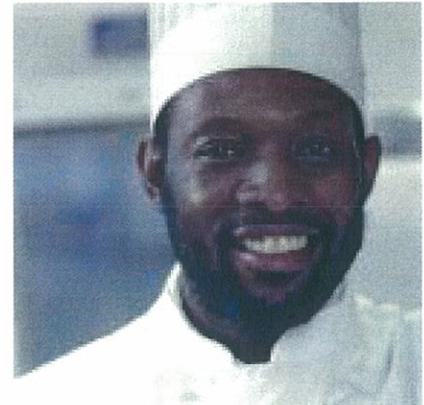
**We eliminate your time spent advertising vacant jobs and interviewing applicants.**

> You get full-scale free human resources services |

**Our full-time staff closely monitor the performance of our employees to solve any conflicts or issues on the job at no cost to you.**

> You will have less turn-over due to improper fit |

**We provide you with pre-screened and well-prepared applicants who are ready and willing to work.**



## Estimated cost savings to hire ONE employee:

\$200\*

Recruiting time (10 hours)

\$400

Help wanted ads (newspaper)

\$200\*

Interview 10 candidates (1 hour each)

\$280\*\*

Loss of productivity due to vacancy (per week)

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\$1,080

**TOTAL SAVINGS TO HIRE ONE CEO APPLICANT**

\*hourly rate based on recruiting/hiring staff salary of \$40,000 per year

\*\*assumes minimum productivity loss as total cost of one worker (\$7 per hour)

When you consider all of these benefits hiring from CEO can bring to your business, it's easy to understand why for over 30 years, CEO has successfully placed capable workers at more than 300 public and private sector companies.



Center for Employment Opportunities

**Contact |** Danny Woodson  
Workforce Development Coordinator  
Center for Employment Opportunities  
32 Broadway NY NY 10004  
Telephone 212 422.4430 Ext 234  
Email [dwoodson@ceoworks.org](mailto:dwoodson@ceoworks.org)  
Website <http://www.ceoworks.org>

# Center for Employment Opportunities (CEO)

**The Center for Employment Opportunities (CEO):** You know us as providing reliable teams of workers to your facilities for over 30 years. Now CEO can offer — **AT NO COST TO YOU** — full-time employees to meet your hiring needs in the New York City area. Our well-screened pool of trained, productive and disciplined workers can become an immediate asset to your facility.

## What we offer

### We Screen the Applicants at NO Charge:

We screen each of our candidates through a proven, work-driven process. Our applicants work for us, at your facilities, so you can observe them as dependable, qualified and hardworking employees.

### We Carefully Match YOUR Needs with Applicant Abilities:

CEO carefully screens and assesses applicants to find the best skills-to-job match. We fill these positions every day for businesses around New York:



#### Maintenance:

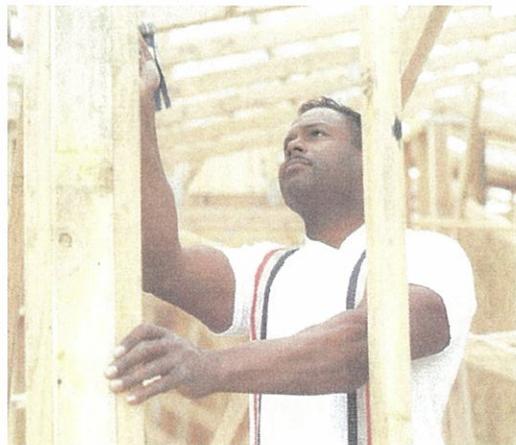
- > Groundskeeper
- > Housekeeper
- > Trash Recycling/Removal
- > Floor Buffing/Waxing
- > Floor/Carpet Installation
- > Laborer
- > Demolition Assistance
- > Painter

#### Clerical/Office Assistance:

- > Receptionist
- > Data Entry
- > Mailroom
- > Office Assistant
- > Photo Copier
- > Messenger

#### Service Industries:

- > Greeter
- > Stock Clerk
- > Telemarketer
- > Prep Cook
- > Dishwasher
- > Line Cook
- > Cashier
- > Delivery Person



### Cost-Saving Services for You:

#### Tax Credits|

For each person hired we offer a \$2400 tax credit on a pro-rated basis.

#### No-Cost Bonding|

CEO can insure its applicants under the federal bonding program for up to \$10,000 at no cost to you for the first 6 months.

#### Employee Assistance Program (EAP)|

CEO's experienced counselors provide immediate assistance and referrals to any of your employees (not just CEO hires!) with special needs or difficulties - at no cost to you.



Center for Employment Opportunities

# Center for Employment Opportunities (CEO)

## CEO Model



CEO's approach is to assist clients at their most vulnerable point—when they are first released from incarceration—and provide immediate transitional employment. By putting people to work, CEO is providing the foundation needed to address the complicated issues that arise from re-entry.

After placing participants in transitional work, CEO then works with them to find long-term employment.

The CEO model includes:

- Pre-employment job readiness training
- Transitional Work
- Paid transitional work at one of CEO's supervised worksites
- Placement Services
- Post placement support

# Center for Employment Opportunities

## Corporate Partnership Program

The Center for Employment Opportunities (CEO) is a not-for-profit organization based in New York City that helps those with criminal records find and maintain employment.

We provide transitional work immediately upon release, enabling participants to establish a work history and earn a small salary. Participants pay taxes on their earnings and learn to support their children financially and emotionally through our Responsible Fatherhood Program. We assist participants in finding permanent jobs outside our organization, working closely with small businesses throughout New York City. After participants obtain employment, we provide ongoing mentorship and coaching to help participants remain in the workforce. Our unique program is supported by Governor Spitzer, Mayor Bloomberg, and numerous other civic leaders.

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### Results

- Within 2-3 months, over 65% of CEO participants who begin a job search are placed in permanent jobs.
- In the last decade, CEO has made 10,000 placements of formerly incarcerated individuals, many with locally-owned small businesses.
- *Clients who are employed are less likely to return to prison.* About **half** of those who start CEO's program but do not become employed, return within 3 years. The return rate declines below **1 in 3** for those placed in jobs for any length of time, and to just **1 in 7** for those who remain employed for six months or longer.

### Corporate Sponsorship

CEO seeks corporate partners to support and sustain our programs. This support may include:

- Underwriting transitional work sites where participants are employed upon release;
- Sponsoring events to celebrate participants' employment milestones;
- Donating products as incentives for participants as they progress in the workforce; and
- Involving employees to inspire participants in our young adult and fatherhood programs.

### Corporate Benefit

Support for our programs provides brand exposure among:

- Over 150 small businesses that hire our clients, located throughout New York;
- Communities in which we have transitional work crews visible every day, generally in highly trafficked sites such as courthouses and college campuses;
- Civic leaders and private citizens enthused about CEO's innovative, results-driven approach to addressing some of our city's most challenging problems.

Your support will also serve to improve our community through:

- Reduced crime;
  - Lower costs associated with recidivism, including prisons, police, and courts;
  - Stronger families and neighborhoods enriched by role models of men who have made the transition to participation in the legitimate workforce.
- 



# Center for Employment Opportunities (CEO)

## Fatherhood Issues

**Of the more than 6.6 million people in the U.S. under criminal justice supervision, more than 2.8 million are fathers.**

- More than 1.5 million children in the U.S. currently have at least one parent behind bars.
- There are seven million children in the U.S. whose fathers are under criminal justice supervision right now.
- Children of incarcerated parents are six times more likely than other youth to land in prison at some point in their own lives.

**Fathers returning home from prison want to reconnect with their children, support their families, and rebuild their lives. Yet from the moment of their release, formerly incarcerated fathers confront huge obstacles:**

### **Unemployment**

People with criminal records have a hard time finding a job due to lack of skills, limited or no work history, and employment discrimination.

### **Debt**

Many fathers accumulate child support arrears while in prison, and are obligated to begin making payments the moment they get out, regardless of their employment status.

### **Disconnection from their children**

Newly released fathers often struggle with how to interact with children they have not been with for a while, and may be unable to even see them, due to conflicts with custody and visitation.

**CEO works with fathers to build work skills, secure employment, and establish a foundation on which to build a constructive life.**

- CEO provides fathers with immediate job readiness training and transitional work to prepare them for the work force.
- CEO helps participants find meaningful work, by matching participants with employers and providing on-going job coaching and mediation.

**CEO coaches program participants who are working hard to resume their roles as responsible, attentive dads**

- Through the Responsible Fatherhood Program, CEO runs parenting workshops for low-income, non-custodial fathers.
- CEO provides child-support advocacy to help fathers navigate the child support system and get child support orders set at a fair level that they can pay.

**CEO provides formerly incarcerated fathers with the support they need in order to get back on their feet, get a job, and reconnect with their families.**

- Approximately 60% of all CEO clients are non-custodial fathers.
- Every year CEO enrolls over 2,000 participants in its transitional work program.
- In the last 30 years, CEO has made tens of thousands of placements in stable, full time jobs, many for who are now helping to support and stay connected to their children.

# Center for Employment Opportunities (CEO)

## Employer Issues

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### **Business owners hiring low and moderately skilled labor need reliable and inexpensive ways to find workers.**

- Employers in industries such as retail, food services, and wholesale trade report high turnover among unskilled workers.
- Employers report that it is difficult to find hourly-wage employees who will come ready and willing to learn.
- Employers spend hundreds of dollars in advertising fees, time and other expenses to recruit a single employee.

### **People returning home from prison need a solid path to the workforce in order to build constructive lives and take care of their families.**

- Formerly incarcerated people want to work, but often lack the work references necessary for obtaining job interviews.
- People fresh out of incarceration are often unprepared to enter the workforce, lacking the documents, training, and work experience they need in order to find and hold a job.
- Unemployment among formerly incarcerated people runs up to 60% one year after release.

### **CEO acts as an intermediary—matching employers struggling to fill high-turnover jobs with people returning from prison that CEO prepares for work.**

#### **CEO prepares formerly incarcerated job-seekers for work.**

- CEO provides intensive job readiness training after release from jail or prison.
- CEO hires newly released people as transitional workers at supervised, instructive job sites.
- CEO evaluates the interests and skills of participants and matches them with potential employers.
- CEO provides workplace counseling to participants before and after job placement .

#### **CEO helps employers fill low and medium skilled positions quickly and reliably.**

- CEO gives its employer partners access to a large pool of ready workers, all of whom have been trained by CEO.
- CEO serves as a free-of-charge employment agency, providing HR support and carefully matching employer needs with applicant abilities.
- CEO provides immediate assistance to any employees with special needs or difficulties (not just CEO hires) from CEO's experienced counselors.
- CEO can insure its applicants under a federal bonding program for up to \$25,000, at no cost for the first 6 months.

**Over 30 years, CEO has worked with over 300 public and private sector companies, helping them fill tens of thousands of job openings with qualified, hard-working staff.**

## Barriers to Employment

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**Newly released prisoners list finding a job as their number one priority. Yet limited skills, lack of work references, and discrimination make it hard to get working. Formerly incarcerated people face huge barriers to employment.**

- About 70% do not have a high school diploma.
- Most have few work skills, limited work experience and no references.
- Formerly incarcerated people are competing for entry level jobs in a challenging job market.

**Many jobseekers are hit twice with discrimination.**

- Surveys find employers are much more reluctant to hire people with records than they are any other disadvantaged group, such as welfare recipients.
- Nearly 1/2 of all formerly incarcerated people are African-American, nearly 1/5 are Latino or Asian, and studies find that African-American men are the least likely job applicants to receive offers.

**Not surprisingly, up to 60% of formerly incarcerated people are still unemployed one year after release. CEO offers a solution by hiring formerly incarcerated people for transitional work.**

- CEO offers short-term, paid employment at structured, supervised worksites.
- CEO's participants gain work experience and learn basic job skills while earning a paycheck, under the guidance of CEO supervisors and job coaches.
- CEO provides the first work reference for people who have recently been released from prison, a crucial step for entering the workforce.

**CEO acts as an intermediary between job seekers with criminal convictions and employers.**

- CEO helps clients develop an employment plan that matches their skills with current job openings.
- When clients are ready to enter the full-time, private sector workforce, CEO makes the introduction to employers for them.
- Employers are willing to lower their barriers and hire CEO workers because:
  - They have a work reference through CEO's transitional work program
  - CEO's job development staff get to know the job seekers and properly match them to the employers' needs.
- Even after placement, CEO job coaches continue to provide support, counseling, and workplace mediation to employers and clients.

**CEO is working with the hardest to employ—and succeeding.**

- Within 3 months, over 65% of CEO participants returning from state prison who work with us to find a job are placed in stable, full-time work. Over thirty years, CEO has helped tens of thousands of people to overcome barriers and find meaningful employment in New York City.

**Center for Employment Opportunities**

**RAPID REWARDS PROGRAM**

**RAPID REWARDS PROGRAM \$50 value!**

Job Start Date: \_\_\_\_\_  
30<sup>th</sup> day after start: \_\_\_\_\_

Bring in your 30<sup>th</sup> day PAY STUB and earn 5 Metro Cards and earn Grocery Store Vouchers worth \$30.00

1<sup>st</sup> pay stub: \_\_\_\_\_/\_\_\_\_\_  
30<sup>th</sup> day pay stub: \_\_\_\_\_/\_\_\_\_\_  
Employed at: \_\_\_\_\_

**RAPID REWARDS PROGRAM \$12 value!**

Month2: \_\_\_\_\_  
Still Employed: Y\_\_\_; N\_\_\_

Job End Date: \_\_\_\_\_  
New Job Start: \_\_\_\_\_

Bring in ONE PAY STUB EVERY MONTH and earn: 3 Metro Cards

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

**RAPID REWARDS PROGRAM \$12 value!**

Month3: \_\_\_\_\_  
Still Employed: Y\_\_\_; N\_\_\_

Job End Date: \_\_\_\_\_  
New Job Start: \_\_\_\_\_

Bring in ONE PAY STUB EVERY MONTH and earn: 3 Metro Cards

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

**RAPID REWARDS PROGRAM \$84 value!**

First Retention Milestone:  
Still Employed: Y\_\_\_; N\_\_\_  
Job End Date: \_\_\_\_\_  
New Job Start: \_\_\_\_\_

Give your JC one pay stub and Earn:  
\$40.00 Grocery Store Voucher;  
5 metro cards  
One 7 day unlimited metro card  
Date received: \_\_\_\_\_

**RAPID REWARDS PROGRAM \$12 value!**

Month5: \_\_\_\_\_  
Still Employed: Y\_\_\_; N\_\_\_

Job End Date: \_\_\_\_\_  
New Job Start: \_\_\_\_\_

Bring in ONE PAY STUB EVERY MONTH and earn: 3 Metro Cards

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

**RAPID REWARDS PROGRAM \$12 value!**

Month6: \_\_\_\_\_  
Still Employed: Y\_\_\_; N\_\_\_

Job End Date: \_\_\_\_\_  
New Job Start: \_\_\_\_\_

Bring in ONE PAY STUB EVERY MONTH and earn: 3 Metro Cards

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

**RAPID REWARDS PROGRAM \$93 value!**

2-Movie tickets \$20  
1-Gift Certificate \$25.00  
2-7 day unlimited \$48.00  
[Or an item of your choice -- cash not included. Item must not exceed \$93.00\*]

Still Employed: Y\_\_\_; N\_\_\_  
Job End Date: \_\_\_\_\_  
New Job Start: \_\_\_\_\_  
Month7: \_\_\_\_\_  
Date received: \_\_\_\_\_

**RAPID REWARDS PROGRAM \$12 value!**

Month8: \_\_\_\_\_  
Still Employed: Y\_\_\_; N\_\_\_

Job End Date: \_\_\_\_\_  
New Job Start: \_\_\_\_\_

Bring in ONE PAY STUB EVERY MONTH and earn: 3 Metro Cards

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

**RAPID REWARDS PROGRAM \$12 value!**

Month9: \_\_\_\_\_  
Still Employed: Y\_\_\_; N\_\_\_

Job End Date: \_\_\_\_\_  
New Job Start: \_\_\_\_\_

Bring in ONE PAY STUB EVERY MONTH and earn: 3 Metro Cards

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

**RAPID REWARDS PROGRAM \$116 value!**

(Months 10 & 11)  
Second Retention Milestone

Still Employed: Y\_\_\_; N\_\_\_  
Job End Date: \_\_\_\_\_  
New Job Start: \_\_\_\_\_

Give your JC one pay stub and Earn:  
\$40.00 Grocery Store Voucher;  
One 30 day unlimited metro card

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

**RAPID REWARDS PROGRAM \$200.00**

12<sup>th</sup> month from job start

Still Employed: Y\_\_\_; N\_\_\_  
Job End Date: \_\_\_\_\_  
New Job Start: \_\_\_\_\_

Bring in a PAY STUB after 12 consecutive months of non-CEO employment and earn:  
▪ \$200 Check\*\*

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

**CONGRATUALTIONS -- YOU HAVE MADE IT TO 12 MONTHS OF EMPLOYMENT!**

**Continue working for 24 months and earn more rewards!**

*Ask about the 2<sup>nd</sup> year of Rapid Rewards.*

**Total value over 12 months: \$615.00!**

\*Must be requested **48 hours in advance**; only available through Job Coach or Client Services Rep!  
\*\*Please allow **7 to 10 business days** to process the check request.

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Center for Employment Opportunities  
Neighborhood Work Project  
Vocational Development Program



**TO: All Participants**

**FROM: Mary R Bedeau, Director, Job Coaching and Employment Retention Services**

**RE: Rapid Rewards**

**DATE: September 13, 2005; [Revised: December 15, 2006]**

**Please note: This memo supersedes all previous verbal and/or written statements concerning participation in the Rapid Rewards<sup>1</sup> Program (RRP).**

The following are the Limitations concerning participation in the Rapid Rewards Program, please review them carefully – your acceptance of these Rewards means that you agree to abide by the specified Limitations:

**Limitations:**

1. Incentives are **not** convertible to cash
2. Rewards can only be collected if you provide CEO with a copy of a current, valid pay stub with a **pay period ending date** within the month for which the coupon is dated.
3. Participants may redeem **no more than 2 coupons at any given time**
4. Rewards are not transferable
5. Participant **must** meet with JC or CSR in order to receive reward
6. Rewards can only be awarded as long as funds are available -- **the RRP may be cancelled at any time without advance notice to participants<sup>i</sup>**
7. Coupons Not Valid without the Director's (or designee's) Signature
8. You may continue to participate in the RRP, for up to 12 months for as long as there is no more than a 30-day gap between jobs **and** you remain in good standing with CEO<sup>ii</sup>
9. CEO reserves the right to terminate a participant from the Rapid Rewards Program at any time, for any reason – **such decisions are final and irrevocable**
10. Participants will only receive **checks** at the 7<sup>th</sup> and 12<sup>th</sup> month milestones – **you must allow 7 to 10 business days from the date of request for processing.**

**Hours of Distribution:**

**Daytime:** Tuesday through Thursday, 9AM to 11AM or 2PM to 4PM

**Evening (after 5PM): Please call 212-422-4430, Ext. 203 or your JC, to arrange an appointment – you will not be seen without an appointment.**

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<sup>i</sup> You are responsible for ensuring that you receive any Rewards through RRP – it is your responsibility to maintain contact with your JC or CSR and to remain in good standing with CEO. At his or her discretion, your JC or CSR may arrange to meet with you at **mutually convenient times and places** for follow-up purposes and may deliver your rewards during these meetings.

<sup>ii</sup> In the event that you loose your job and fail to obtain a new job within the 30 day period: If you are in good standing with CEO, at the discretion of your Client Services Representative or Job Coach, you may resume participating in the Rapid Rewards Program through the 12<sup>th</sup> month from the start date of the original job you had when you started the RRP

[Rapid Rewards Program.doc](#)

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<sup>1</sup> Formerly “Gold Incentive Program”