

CENTER FOR EMPLOYMENT OPPORTUNITIES

Life Skills Syllabus & Schedule Overview

Introduction

The CEO Life Skill's curriculum is designed to teach critical skills, techniques and tips that have been proven to be successful in helping individuals find and keep jobs, as well as answer specific employer questions about past criminal convictions. In all of the teaching days, we aim to open and close classes with a modified circle format, using motivational and inspirational quotes that will *start* and *end* class days in a good way. Our initial goal is to welcome participants and foster an open dialogue to work on building a bridge of trust to encourage everyone to share their opinions, experiences, goals and fears openly and honestly. Most of our teaching materials are designed to be presented in creative ways. Often, we will use role play scenarios to engage participants even more. We will assign some homework exercises in which participants will be encouraged to realistically target their specific goals and practice different strategies related to building their networks and interviewing people in various workplace settings. Each day we will foster a dialogue that will enable everyone to share their experiences, lessons learned and promising practices. In this way, we will emphasize a peer-to-peer learning environment that builds on the strengths of each participant.

LSE purpose & Vision

CEO's vision is that anyone with a recent criminal history who wants to work has the preparation and support needed to find a job and to stay connected to the labor force. This course will introduce and emphasize the importance of understanding how CEO's CPs, a set of principles that guide CEO's expectations for staff and participants, can help participants succeed in various workplace settings. The course will also reinforce and illustrate creative ways in which key values and cultural competencies--that many participants already believe in and practice--can make a powerful difference in one's career and life pathway.

Schedule

There are 5 class days in our design curriculum. To maximize teaching periods we will begin teaching class partially on the first day which is on a Friday, but in this day there is also a document collection process and TABE testing that takes most part of the day depending on class size. Therefore, in actuality teaching days are from Monday to Thursday from around 9:30AM to 2:00PM

FRIDAY - DAY 1

Purpose of the Day :

Start the first day of Life Skills with a circle and engage participants into coming on the following Monday for their second day of Class. Participants and instructors will set the rules for the class room.. Questions will be answered and the first homework will be given out before they take the TABE test.

ACTIVITIES	
	<p>9:00 AM – 11:30 AM</p> <p>Daily Check In/Modified Circle</p> <ul style="list-style-type: none">- Welcome and Introduction to CEO- Expectations and Benefits of CEO – Rules & Regulations- Documentation Process<ul style="list-style-type: none">*Enrollment Documents*Fill Out "Employment Package"- Frequently Asked Questions [Attached Handout # 1] <p>15 minutes Break Recess</p> <p>11:45 AM - 12:30 PM</p> <ul style="list-style-type: none">- TABE TEST <p>30 minutes Lunch Break</p> <p>1:30 PM – 1:45 PM</p> <ul style="list-style-type: none">- <u>Assigned Homework for Friday:</u> "Tell me About Yourself"- Pitch [Attached Handout # 2] <p>1:45 PM – 2:00 PM</p> <p>Daily Closing/Modified Circle</p>

HANDOUT # 1

HANDOUT # 2

A 30 SECOND SKIT IN A 3 POINT SYSTEM ABOUT YOU...]

TELL ME A LITTLE ABOUT YOURSELF. (Note: this is a good time to think about your strengths and weakness', and the difference between formal and informal communication)

Professional:
(Background)

(Skills related
to background)

(Professional
Characteristics)

Education: (Certificates & Degrees; Goals)

Personal: (Personal Characteristics)

MONDAY - DAY 2

Purpose of the Day :

Start the second day of Life Skills with a circle and engage participants into going over a brief introduction of the CEO CP's and CEO Values. Participants will interact with each other by performing role play scenarios to have further discussions on their importance. Instructors will review Friday's homework. The Resume Template will be the homework assignment for the day and it will have to be filled out for the following day

ACTIVITIES

9:00 AM - 9:45 AM

Daily Check In/Modified Circle

-Introduction to CEO CP's and CEO Values
<http://www.ceoworks.org/index.php/t2/46/>

9:45 AM - 10:45 AM

- Cooperation with Supervisors & Effort at Work [CEO CP]

- Respect [CEO Value]

10:45 AM - 11:45 AM

-Primary Goal Settings

30 minutes Lunch Break

12:15 PM – 12:45 PM

-Time Management

12:45 PM – 1:45 PM

- Review Homework from Previous Day
[Homework from day before on Tell Me About Yourself]

1:45 PM – 2:00 PM

Assigned Homework for Monday
Resume Template- Pitch
[Attached Handout # 3]

2:00 PM – 2:15 PM

Daily Closing/Modified Circle

HANDOUT # 3 Resume Template

Resume Prep Sheet

Date: _____

CONGRATULATIONS!

You now have the opportunity to show your skills and experience
in a powerful resume—a key ingredient for a successful job search.

A dynamic resume that clearly communicates your qualifications to employers
will lead to the job interviews that you need to get a job.

So, let's get started with building a resume that will present your best self to employers!

PERSONAL INFORMATION

Name: _____

Phone number where an employer can reach you: _____

Address: _____

PERSONAL CHARACTERISTICS

*Are you well-organized?
Do you enjoy being a leader?
Do you have a positive attitude?
Are you a team player?*

Employers care about your personal characteristics. Please circle five of the characteristics listed below that best describe you.

Reliable	Follow directions well	Patient
Work Hard	Detail-oriented	Efficient
Punctual	Team player	Organized
Positive Attitude	Determined	Creative

What compliments have you ever received from employers or co-workers (on or off the books)?

EMPLOYMENT HISTORY

*Are you worried about your level of experience or education?
Everyone has skills and abilities just from doing daily tasks!*

Employers are interested in the skills that you have, whether you used them at a job or while doing volunteer work in your neighborhood. Do not take anything for granted! So, please circle the types of jobs that you have done and tools that you are skilled in using from the list below:

Construction	Carpentry	Food preparation
Marketing/Promotions	Auto mechanics	Hair Care
Computer	Floor care equipment	Power Tools
Packaging equipment	Painting tools	Landscaping tools

For the categories that you circled, please list the specific tools that you are skilled in using:

Do you have experience using other types of tools and in other types of jobs? If so, please list them:

What types of jobs are you looking for? _____

What industries are you most interested in working in? _____

We would like to know more about your work experience. Please provide your work history (on and off the books).

Example:

Company Name: Center for Employment Opportunities

Job Title: Crewperson

Job Location (specify city and state): New York, NY

Job Start Date-End Date (specify the month and year for each date): May 2003-July -2003

Responsibilities: Clean grounds on CUNY campus

Rake, sweep and remove rubbish for HPD

Wash, strip wax and buff floors within Municipal Court system

1

2

TUESDAY - DAY 3

Purpose of the Day :

Start the third day of Life Skills with a circle and engage participants into discussing more CEO CP's and the Values. Participants will start on focusing the basics of communication and interview skills. The Resume Template homework will be discussed during class if participants have any questions. The importance of acquiring networking skills will be emphasized and the homework for this day will be introduced.

ACTIVITIES	
	9:00 AM – 9:15 AM Daily Check In/Modified Circle
	9:30 AM – 9:45 AM <u>Review Homework from Previous Day</u> [Resume Template]
	9:45 AM – 10:45 AM Show Up On Time [CEO CP] Cooperation with Co-workers [CEO CP]
	10:45 AM – 11:00 AM Responsibility [CEO Value]
	30 minutes Lunch Break
	11:30 AM – 12:15 PM How To Job Search and Network
	12:15 AM – 1:00PM Basics of Communication
	1:00PM – 1:45 PM Job Interview Basics
	1:45 PM – 2:00 PM <u>Assigned Homework for Tuesday:</u> How to Build Your Own Network - Sheet [Attached Handout # 4]
	Daily Closing/Modified Circle T.J Orientation / BOOTS & ID's

HANDOUT # 4

How to Build Your Own Network

1

	NAME	NAME	NAME	NAME	NAME	NAME
 INSTRUCTIONS: First - Please select 5 people, who you think may provide you with a job lead and answer the questions below for each column. Second - Add all the points collected by each person's column as following: A= 3 points, B=2 points, C=1 point, D=0 points. Lastly - Select three people with the highest scores and continue answering the questions on the back.						
1. Relationship to you (e.g., friend, relative,)	LETTER	LETTER	LETTER	LETTER	LETTER	LETTER
2. How long have they been working? Choose A) Less than 1 year; B) About 3 to 5 C) More than 5						
3. How often do you see them? Choose A) Everyday B) About once per week C) Once or twice a month D) Less than once per month						
4. Choose "Yes" if this person will give you a reference; "No" if he/she won't; and "DK" (don't know) if you are not sure. A) Yes B) DK C) No						
5. When was the last time you met with any of the people listed? Choose A) Today B) Yesterday C) Will meet within next the month D) Won't meet them for a long time						
Add Total Points for Each Person	TOTAL =					



CONTINUE ANSWERING THE FOLLOWING QUESTIONS

- 1. Of the people you listed, choose the 3 best scores and explain why they could help you find a job?**
-
-
-
- 2. Of the people listed above, is there someone that you think you should keep your distance from and why?**
-
-
-
- 3. Are there people that you don't know well who you want to meet to help you find a job? Please list these people and where they work.**
-
-
-
- 4. Of all the people listed, is there someone you would like to emulate and why?**
-
-
-
- 5. Action Plan: Please write ten people you will network with over the next week. Write down when and how you will talk with them.**
-
-
-
-
-
-



WEDNESDAY - DAY 4

Purpose of the Day :

Start the fourth day of Life Skills with a circle and engage participants into discussing the last CEO CP and the last Value. Participants will receive orientations from different departments in CEO. The homework will be discussed and participants will learn how to assess their networks. Participants will also receive their homework assignment for this day and they will start practicing job interview answers.

ACTIVITIES

9:00 AM – 9:15 AM

Daily Check In/Modified Circle

9:15 AM – 10:00 AM

Personal Presentation [CEO CP]

10:00 AM – 10:15 AM

Attitude [CEO Value]

10:15 AM – 11:15 AM

Review Homework from Previous Day

[How to Build Your Own Network - Sheet]

30 minutes Lunch Break

11:45 PM – 12:45 PM

Orientation of the CEO process

JD, RS, Post-Placement

12:45 PM – 1:45 PM

Budgeting

WAMU

Health

1:45 PM – 2:00 PM

Assigned Homework for Wednesday:

Interviewing Practice - Sheet

[Attached Handout # 5]

Daily Closing/Modified Circle

HANDOUT # 4
INTERVIEW QUESTIONS

1. "Tell me about your professional background?"
ANSWER:
2. "Tell me about yourself"
ANSWER:
3. "Did you have any trouble getting here?"
ANSWER:
4. "What is the last book you read? Who is the author?"
ANSWER:
5. "What are some of your strengths?"
ANSWER:
6. "What is your biggest weakness?"
ANSWER:
7. "How much are you looking to get paid?"
ANSWER:
8. "If we called your last employer, what would they say about you?"
ANSWER:
9. "Why should I hire you instead?"
ANSWER:
10. "Do you have any questions for me?"
ANSWER:
11. "Do you work better in a group or do you prefer to work on your own?"
ANSWER:
12. "Tell me about your conviction?"
ANSWER:

THURSDAY - DAY 5

Purpose of the Day :

Start the fifth day of Life Skills with a circle and engage participants into recapitulating everything they learned during Life Skills starting with the CEO CP's. Participants will also most of the concepts learned in the previous days and reinforce mock interview practicing Class. Participants and the instructors will close the circle for the class room by making them comfortable if they need future employment services.

ACTIVITIES	
	<p>9:00 AM – 9:15 AM</p> <p>Daily Check In/Modified Circle</p> <p>9:30 AM – 9:45 AM Recapitulate on CEO CP's</p> <p>9:45 AM– 10:30 AM <u>Review Homework from Previous Day</u> [Interviewing Practice - Sheet] Mock Interview Practicing</p> <p>30 minutes Lunch Break</p> <p>11:00 AM– 12:00 PM Recapitulate Core Concepts and Role Plays of Values Recapitulate on Goal Settings Recapitulate on Time Management</p> <p>12:00 PM– 12:30 pM <u>[GRADUATION CLOSING CEREMONY]</u></p> <p>Daily Closing/Modified Circle</p>

CEO

RAPID REWARDS PROGRAM

{Eligibility: Limited to CEO enrollees who have **never previously** participated in RR. All others must be pre-approved for enrollment by Program Director or designee. You are eligible to participate if CEO finds you a job or if you find your own job.}

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

Limitations:

- 1) Participants must be registered with CEO as an **enrollee**
- 2) Incentives are **not** disbursed as cash
- 3) Incentives can only be awarded as long as funds are available
- 4) **Incentive Program may be cancelled, changed or reduced at any time without prior notice to participants**
- 5) Rewards are not payable without the prior registration of your job in CEO's participant database system.
- 6) You participate at the will of CEO – we reserve the right to discharge you from the RR program at any time for any reason

To collect your Incentives, you **must**:

- 7) Be willing to give us a copy of your paystub for the **current** incentive month (see illustration below)
- 8) Be employed in the current incentive month.
- 9) Meet with a Post-placement Specialist (PPS) to receive your reward*
- 10) To earn your 9th month bonus you must maintain monthly contact for **all** prior 8 months.

You may resume collecting your incentives after you loose your job if you:

- 11) You report the job loss to us;
- 12) You actively engage with CEO's post-placement staff; and
- 13) You obtain employment and are working on your next retention milestone date

This is an example of a valid paystub:

CD. FILE DEPT. CLOCK NUMBER 000 E&G 000860 000026 5102 0000059439 1	Earnings Statement ADP ✓ Period Ending: ✓ 9/01/2007 ✗ Pay Date: ✗ 9/07/2007 JOHN DOE 32 State St. Apt. 4 Brooklyn, NY 10000 Your paystub must show a PERIOD ENDING on or after your Anniversary Date.																				
Excel Company WEST 130TH STREET NEW YORK, NY 10027																					
Taxable Marital Status: Single Exemptions/Allowances: Federal: 0 State: 0 Local: 0																					
Social Security Number: XXX-XX-XXXX																					
<table border="1"><thead><tr><th>Earnings</th><th>rate</th><th>hours</th><th>this period</th><th>year to date</th></tr></thead><tbody><tr><td>Regular</td><td>9.0000</td><td>30.50</td><td>274.50</td><td>705.50</td></tr><tr><td>Overtime</td><td></td><td></td><td></td><td>45.50</td></tr><tr><td>Gross Pay</td><td></td><td></td><td>274.50</td><td>747.00</td></tr></tbody></table>	Earnings	rate	hours	this period	year to date	Regular	9.0000	30.50	274.50	705.50	Overtime				45.50	Gross Pay			274.50	747.00	If you started your job on 7/1/2007, then this paystub qualifies for September. If you started on 8/4 it would not qualify for September.
Earnings	rate	hours	this period	year to date																	
Regular	9.0000	30.50	274.50	705.50																	
Overtime				45.50																	
Gross Pay			274.50	747.00																	

Hours of Distribution:

Daytime: Tuesday through Thursday, 10 to 12 PM and 2 to 4PM

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

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

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CEO

RAPID REWARDS PROGRAM

<p>50\$</p> <p>Job Start Date: _____ 30th day after start: _____</p> <p>Bring in your FIRST PAY STUB and earn \$25.00 and your 30th day paystub and earn \$25.00</p> <p>25\$</p> <p>Month4: _____</p> <p>Bring in a PAY STUB FOR THIS INCENTIVE MONTH</p> <p>25\$</p> <p>Month7: _____</p> <p>Bring in a PAY STUB FOR THIS INCENTIVE MONTH</p>	<p>25\$</p> <p>Month2: _____</p> <p>Bring in a PAY STUB FOR THIS INCENTIVE MONTH</p> <p>25\$</p> <p>Month5: _____</p> <p>Bring in a PAY STUB FOR THIS INCENTIVE MONTH</p> <p>25\$</p> <p>Month8: _____</p> <p>Bring in a PAY STUB FOR THIS INCENTIVE MONTH</p>	<p>25\$</p> <p>Month3: _____</p> <p>Bring in a PAY STUB FOR THIS INCENTIVE MONTH</p> <p>50\$</p> <p>180 day milestone retention date: _____</p> <p>Month6: _____</p> <p>Bring in a PAY STUB FOR THIS INCENTIVE MONTH</p> <p>50\$</p> <p>9th Month bonus: \$25 (Please read item 10)</p> <p>Month9: _____</p> <p>Bring in a PAY STUB FOR THIS INCENTIVE MONTH</p> <p>Amount received: _____</p> <p>150\$</p> <p>365 day Milestone retention date: _____</p> <p>Month12: _____</p> <p>Bring in a PAY STUB FOR THIS INCENTIVE MONTH</p>	<p>1st Qt</p> <p>\$100</p> <hr/> <p>2nd Qt</p> <p>\$100</p> <p>1st + 2nd = \$200</p> <hr/> <p>3rd Qt</p> <p>\$100</p> <p>= \$300</p> <hr/> <p>4th Qt</p> <p>\$200</p> <p>= \$500</p>
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THE CEO SOLUTION



JOB READINESS TRAINING

Average 2,000 people engaged per year



TRANSITIONAL EMPLOYMENT

Average 220 working per day



FULL-TIME PLACEMENT

1,250 placements in 2008



ONE YEAR FOLLOW UP

60% still working after 6 months

CEO BREAKS DOWN BARRIERS TO EMPLOYMENT

Newly released formerly incarcerated people 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 gets 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.

CEO HELPS FATHERS

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 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 large 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 even to 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 paid transitional work to prepare them for the work force.
- CEO helps participants find meaningful work, by matching participants with employers and providing ongoing 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 of whom are now helping to support and stay connected to their children.

2.27.08

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CEO HELPS EMPLOYERS

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.

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 come ready and willing to learn.
- Employers can 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 prison and jail 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 approaches 60% one year after release.

CEO acts as 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 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 assistance to any employees with special needs or difficulties (not just CEO hires) from CEO's experienced workplace counselors.
- CEO can insure its applicants under a federal bonding program for up to \$25,000, at no cost for the first 6 months.
- CEO helps employers apply for the Work Opportunity Tax Credit of up to \$2400 per CEO-trained employee.

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CEO BREAKS THE CYCLE OF INCARCERATION

CEO is committed to breaking the cycle of incarceration for people returning from prison who are looking for work. Our experience and independent research shows that immediate, meaningful employment for formerly incarcerated people results in safer streets, healthier families, and stronger communities.

CEO has over 30 years of experience helping those who have completed their sentences to enter the workforce, through our job preparation, transitional employment, job placement, and job retention programs.

Facts on Unemployment and Recidivism

Securing steady work is at the core of building a constructive life. Yet studies show that the unemployment rate of formerly incarcerated people after one year may be as high as 60 percent because of multiple barriers to employment, including a lack of legitimate work history and employers' unwillingness to hire people with records.

There are currently more than 2 million people behind bars across the nation. Each year, more than 700,000 state prisoners are released and return to their families and communities. In the state of New York, 89% of all probation or parole violators are unemployed at the time of violation. Moreover, a full two-thirds of all released inmates will be rearrested within 3 years, and more than 50 percent will be reincarcerated. At an average annual cost of \$30,000 per inmate, we all have a stake in getting people coming home from prison into the workforce, instead of back to prison.

6.23.08

Our Strategy

CEO secures employment for people returning from prison, in order to provide the structure, the confidence, and the income necessary for them to lead productive lives within their communities. We believe that the most successful pathway to stable employment is through work itself, which is why we emphasize transitional employment immediately following release from prison or jail. By putting people to work, we are providing them with the foundation they need to address the complicated issues that arise from re-entry.

How It's Done

CEO targets recent parolees in order to initiate our program during the crucial first days of release. Our model includes:

- 1) Pre-employment job readiness training through intensive classroom-based instruction;
- 2) Meetings with a job coach;
- 3) Paid transitional work at one of CEO's supervised worksites;
- 4) Vocational assessment and job development with a job developer;
- 5) Unsubsidized job placement;
- 6) Job retention support.

Our Success

CEO demonstrates that people who have been incarcerated have the motivation to find and keep stable employment. CEO prepares over 2,000 people each year to move into mainstream employment. Within 2-3 months, over 65% of CEO participants who begin a job search are placed in permanent jobs. In the past decade, CEO has made **10,000 placements** of formerly incarcerated people into full-time employment. And results from an independent research evaluation reveal that people recently released from prison who come to CEO were **50 percent less likely** to be reincarcerated for any reason.

