

WINDOWS TO WORK – CURRICULUM CHECKLIST

NAME:

DOC#:

Cognitive Intervention – Cognitive Intervention Resource Materials (check one, initial & date):

Cognitive-Behavioral Interventions- Employment Adult (CBI – EA) Staff Initials: _____ Date Completed: _____

Other (list here): _____ Staff Initials: _____ Date Completed: _____

General Work Skills and Expectations

Competency	Required Learning Activity	Staff Initials / Date Complete
Employment Skills and Capabilities	1. Complete Color Personality Test.	____ / ____
	2. Complete Transferrable Skills Checklist.	____ / ____
	3. Complete Employment Skills Checklist.	____ / ____
	4. Complete Self-management Skills Checklist.	____ / ____
Career Plan	5. Complete O*NET Interest Profiler Short Form.	____ / ____
	6. Complete O*NET Score Report and Utilize the O*NET Careers by Interest and Job Zone worksheet. Choose at least three career choices that match the participant's interest and job zone.	____ / ____

Financial Literacy

Competency	Required Learning Activity	Staff Initials / Date Complete
Values and Money Decisions	1. Complete Reentry Tool: My Money Picture Worksheet and focus on 1-2 financial areas that need improvement.	____ / ____
Setting Goals	2. Complete Reentry Tool: Setting Goals Worksheet.	____ / ____
Obtaining Identity Documentation	3. Complete Reentry Tool: Documents and identification checklist. Identify and understand (as appropriate) how to obtain necessary documents.	____ / ____
Credit Report	4. Complete Credit Report- Optional	____ / ____

Community Resources

Competency	Required Learning Activity	Staff Initials / Date Complete
Housing, and other assistance	1. Identify and understand (as appropriate) resources for housing, food, clothing, health, and financial assistance.	____ / ____
Educational Opportunities	2. Identify and understand (as appropriate) options for continuing education and/or vocational training.	____ / ____
Programs and Interventions	3. Identify and understand (as appropriate) options for further treatment and programming.	____ / ____
Legal Responsibilities	4. Identify and understand (as appropriate) legal responsibilities, child support and restitution.	____ / ____

Job Seeking, Applications, and Resumes		
Competency	Required Learning Activity	Staff Initial / Date Complete
Job-Seeking Methods	1. Complete Step Ahead Networking worksheet and identify personal networking contacts.	___ / ___
	2. Read and discuss "Where to Look for Job Opportunities".	___ / ___
	3. Read and discuss "80% of Job Search Success Depends on Research".	___ / ___
	4. Read and discuss "Qualities an Employer Looks for When Hiring and Promoting".	___ / ___
	5. Read and discuss "Turned Down For That Job".	___ / ___
	6. Read FairShake List of Companies who may Hire Former Felons.	___ / ___
Job Applications	7. Complete "Avoid Application Form Errors" handout.	___ / ___
	8. Complete Step Ahead Application with Errors worksheet.	___ / ___
	9. Complete "Personal Data Record", can be completed after release.	___ / ___
	10. Review and complete sample employment application.	___ / ___
	11. Read and discuss "Reentry Myth Busters".	___ / ___
	12. Read and discuss Arrest and Conviction Records.	___ / ___
	13. Read and discuss Federal Bonding Handouts.	___ / ___
Resume Development	14. Read and discuss "The Right Words to Use in Your Job Search" handout.	___ / ___
	15. Read and discuss "Step Ahead Resume and Cover Letter Tips".	___ / ___
	16. Read and discuss "Step Ahead How to Describe Gaps in Employment".	___ / ___
	17. Read and discuss "Thoughts on Resumes".	___ / ___
	18. Complete Resume Worksheet.	___ / ___
	19. Develop and type sample resume.	___ / ___
	20. Develop and type sample reference page.	___ / ___
	21. Develop and type sample cover letter.	___ / ___
Interviewing and Workplace Simulation	22. Read and discuss "Step Ahead What to Wear to a Job Interview".	___ / ___
	24. Read and discuss "Step Ahead Job Interview Tips".	___ / ___
	24. Read and discuss "Keys to Successful Interviewing".	___ / ___
	25. Read and discuss Sample Interview Questions	___ / ___
	26. Develop and type sample Thank You letter.	___ / ___
	27. Complete "Mock Interview Worksheet".	___ / ___
	28. Participate in a Mock Interview.	___ / ___
	29. Discuss and evaluate Mock Interview.	___ / ___