

APPLICATION TRACKER • INTERVIEW PREP • ORGANIZER

# REENTRY JOB SEARCH PLANNER

*Your Organizer for a Fresh Start*

CONFIDENT CALLER



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This planner is an organizational and educational tool, not legal advice. Laws about background checks, records, and hiring vary by state and city and may change. Consult a qualified professional or legal aid office about your situation.

Programs, eligibility rules, funding, and deadlines can change. Confirm current information with the responsible agency before relying on it. Examples in this planner are fictional.

Protect your privacy. Do not record passwords, Social Security numbers, full bank account numbers, or other sensitive identification details in this planner.

# HOW TO USE THIS PLANNER

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## DOCUMENT CHECKLIST

Gather your identification and paperwork before applying. Record where each item is kept.

## KNOW YOUR RIGHTS & RESOURCES

Learn the basics on background checks and hiring programs, then confirm the rules where you live.

## MY SUPPORT TEAM

List the people and organizations you can call for practical help.

## MASTER APPLICATION INFO

Fill out your basic information once. Use it as a reference when completing applications.

## WORK HISTORY & REFERENCES

Include paid work, training, volunteering, and work done while incarcerated. Ask people before listing them as references.

## SKILLS & RESUME

Turn your experience into an accurate resume, then check it with the review checklist.

## YOUR STORY

Prepare a brief, honest, forward-looking answer, with a fictional example to practice from.

## INTERVIEW PRACTICE

Practice common questions, plan your thank-you message, and build confidence step by step.

## TRANSPORTATION PLAN

Plan your route, costs, and a backup ride before the first trip.

## GOALS & MILESTONES

Set 30-, 60-, and 90-day goals. Recognize each step forward.

## FAIR-CHANCE EMPLOYER RESEARCH

Keep a running list of employers to research, and record when you verified the information.

## APPLICATION TRACKER

Record where you applied, the position, contact, follow-up date, and status. Start with the example, and print extra pages as needed.

## INTERVIEW PREP

Research the company, prepare answers, and plan how you will get there.

## WEEKLY PLAN

Choose realistic priorities and record appointments, follow-ups, and wins.

## NETWORKING & FOLLOW-UP LOG

People in your network can help you find leads, introductions, and support.

## AFTER THE SEARCH

Learn from applications that don't work out, compare offers, plan your first 30 days, and review your progress at 90 days.

## TIPS FOR SUCCESS

- Bring this planner to appointments and job-search sessions. Keep it secure, because it holds personal information.
- Set a manageable application target. Focus on suitable jobs and complete applications carefully.
- Follow the employer's instructions. If no timeline is given, record a follow-up date about a week out.
- Print extra copies of any page you use up, especially the tracker and weekly plan.

## DOCUMENT CHECKLIST

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Check off each item when you have it. Write where it is kept so you can find it fast.

| HAVE                     | DOCUMENT                           | WHERE IT IS KEPT / HOW TO GET IT |
|--------------------------|------------------------------------|----------------------------------|
| <input type="checkbox"/> | State ID or driver's license       |                                  |
| <input type="checkbox"/> | Social Security card               |                                  |
| <input type="checkbox"/> | Birth certificate                  |                                  |
| <input type="checkbox"/> | Release or discharge papers        |                                  |
| <input type="checkbox"/> | Proof of address                   |                                  |
| <input type="checkbox"/> | Printed resume (5+ copies)         |                                  |
| <input type="checkbox"/> | Diploma, GED, or transcripts       |                                  |
| <input type="checkbox"/> | Certificates and licenses          |                                  |
| <input type="checkbox"/> | Reference list                     |                                  |
| <input type="checkbox"/> | Copy of my own background record   |                                  |
| <input type="checkbox"/> | Bank account / direct deposit info |                                  |
| <input type="checkbox"/> | Interview clothes                  |                                  |
| <input type="checkbox"/> | Phone with voicemail set up        |                                  |
| <input type="checkbox"/> | Professional email address         |                                  |
| <input type="checkbox"/> | Transportation plan                |                                  |
| <input type="checkbox"/> |                                    |                                  |

This image shows a single sheet of white paper with horizontal ruling lines. The lines are evenly spaced and run across the width of the page. There are no margins, text, or other markings on the paper.

## EMPLOYMENT RESOURCES

## WORK OPPORTUNITY TAX CREDIT (WOTC)

A federal tax credit employers can claim for hiring people in certain groups, including people hired within a year of a felony conviction or release. The employer must file IRS Form 8850 within 28 days of your start date. Ask your American Job Center to confirm current rules.

## FEDERAL BONDING PROGRAM

Provides free bonds that insure an employer against employee theft, usually for your first six months on the job. Ask your local American Job Center how it works in your state.

## AMERICAN JOB CENTERS

Find local job-search and training support through [CareerOneStop.org](https://www.careeronestop.org) or 1-877-872-5627. Ask what reentry services are available in your area.

## MY LOCAL RESOURCES

[illegible]

Help available

Help available

Help available

Help available

Help available

Help available

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# MASTER APPLICATION INFO

## FILL OUT ONCE - COPY ONTO EVERY APPLICATION

|                                     |                                |            |
|-------------------------------------|--------------------------------|------------|
| Full legal name                     | Preferred name                 |            |
| Address                             |                                | Apt / Unit |
| City                                | State                          | ZIP        |
| Phone                               | Email                          |            |
| Driver's license? (Y/N, class)      | Reliable transportation? (Y/N) |            |
| Authorized to work in the US? (Y/N) | Need sponsorship? (Y/N)        |            |

Keep your SSN and date of birth on your cards, not in this book, in case it gets lost.

## EMERGENCY CONTACT

|       |              |
|-------|--------------|
| Name  | Relationship |
| Phone | Email        |

## EDUCATION

|                         |                  |
|-------------------------|------------------|
| Highest level completed | School / program |
| Graduation date         | City / state     |
| Other school / program  | Dates            |

MASTER APPLICATION INFO

CERTIFICATIONS, LICENSES & TRAINING

| Name | Issued by | Date | Expires |
|------|-----------|------|---------|
|      |           |      |         |
|      |           |      |         |
|      |           |      |         |
|      |           |      |         |
|      |           |      |         |
|      |           |      |         |

AVAILABILITY

Days available

Hours available

\_\_\_\_\_

\_\_\_\_\_

Earliest start date

Desired pay

\_\_\_\_\_

\_\_\_\_\_

JOBS I AM APPLYING FOR

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

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\_\_\_\_\_

ANYTHING ELSE APPLICATIONS ASK FOR

\_\_\_\_\_

\_\_\_\_\_

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\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

# WORK HISTORY

## JOB 1

|                    |          |                       |            |
|--------------------|----------|-----------------------|------------|
| Employer name      |          | Phone                 |            |
| Job title          |          | Supervisor name       |            |
| Start date         | End date | Starting pay          | Ending pay |
| Reason for leaving |          | May we contact? (Y/N) |            |

### DUTIES (list what you actually did)

|  |
|--|
|  |
|  |
|  |

## JOB 2

|                    |          |                       |            |
|--------------------|----------|-----------------------|------------|
| Employer name      |          | Phone                 |            |
| Job title          |          | Supervisor name       |            |
| Start date         | End date | Starting pay          | Ending pay |
| Reason for leaving |          | May we contact? (Y/N) |            |

### DUTIES (list what you actually did)

|  |
|--|
|  |
|  |
|  |

WORK HISTORY

JOB 3

|                    |                 |                       |            |
|--------------------|-----------------|-----------------------|------------|
| Employer name      |                 | Phone                 |            |
|                    |                 |                       |            |
| Job title          | Supervisor name |                       |            |
|                    |                 |                       |            |
| Start date         | End date        | Starting pay          | Ending pay |
|                    |                 |                       |            |
| Reason for leaving |                 | May we contact? (Y/N) |            |
|                    |                 |                       |            |

DUTIES (list what you actually did)

|  |
|--|
|  |
|  |
|  |

JOB 4

|                    |                 |                       |            |
|--------------------|-----------------|-----------------------|------------|
| Employer name      |                 | Phone                 |            |
|                    |                 |                       |            |
| Job title          | Supervisor name |                       |            |
|                    |                 |                       |            |
| Start date         | End date        | Starting pay          | Ending pay |
|                    |                 |                       |            |
| Reason for leaving |                 | May we contact? (Y/N) |            |
|                    |                 |                       |            |

DUTIES (list what you actually did)

|  |
|--|
|  |
|  |
|  |

# REFERENCES

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## REFERENCE 1

|                                                        |                               |
|--------------------------------------------------------|-------------------------------|
| Name                                                   | Relationship                  |
| Phone                                                  | Email                         |
| How long known                                         | Asked permission? (Y/N, date) |
| What they can speak to (skills, character, work ethic) |                               |

## REFERENCE 2

|                                                        |                               |
|--------------------------------------------------------|-------------------------------|
| Name                                                   | Relationship                  |
| Phone                                                  | Email                         |
| How long known                                         | Asked permission? (Y/N, date) |
| What they can speak to (skills, character, work ethic) |                               |

## REFERENCE 3

|                                                        |                               |
|--------------------------------------------------------|-------------------------------|
| Name                                                   | Relationship                  |
| Phone                                                  | Email                         |
| How long known                                         | Asked permission? (Y/N, date) |
| What they can speak to (skills, character, work ethic) |                               |

# REFERENCES

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## REFERENCE 4

|                                                        |                               |
|--------------------------------------------------------|-------------------------------|
| Name                                                   | Relationship                  |
| Phone                                                  | Email                         |
| How long known                                         | Asked permission? (Y/N, date) |
| What they can speak to (skills, character, work ethic) |                               |

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## REFERENCE 5

|                                                        |                               |
|--------------------------------------------------------|-------------------------------|
| Name                                                   | Relationship                  |
| Phone                                                  | Email                         |
| How long known                                         | Asked permission? (Y/N, date) |
| What they can speak to (skills, character, work ethic) |                               |

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## REFERENCE 6

|                                                        |                               |
|--------------------------------------------------------|-------------------------------|
| Name                                                   | Relationship                  |
| Phone                                                  | Email                         |
| How long known                                         | Asked permission? (Y/N, date) |
| What they can speak to (skills, character, work ethic) |                               |

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**SKILLS & EXPERIENCE**

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Consider paid work, institutional work assignments, training, volunteering, caregiving, and community activities. Describe experience accurately.

**TASKS I HAVE PERFORMED / WHERE I LEARNED THEM**

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**TOOLS, EQUIPMENT, SOFTWARE, OR LANGUAGES I CAN USE**

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**EXAMPLES OF TEAMWORK, RELIABILITY, OR SOLVING A PROBLEM**

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**SKILLS THAT MATCH THE JOBS I WANT**

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RESUME BUILDER

Use this worksheet to prepare a draft. Ask a trusted coach to review it for accuracy and clarity.

TARGET JOB / RELEVANT SKILLS SUMMARY

EXPERIENCE: ROLE, ORGANIZATION, DATES, AND DUTIES

EDUCATION, TRAINING, CERTIFICATIONS, AND DATES

A SPECIFIC ACHIEVEMENT OR CONTRIBUTION

- ☐ Experience and dates are accurate
  - ☐ Skills match the job I am applying for
  - ☐ Duties use clear, specific language
  - ☐ Spelling and formatting have been checked
  - ☐ No SSN, passwords, or banking details are included
  - ☐ Saved copy is easy to find; printed copies are ready
  - ☐ A coach or trusted person has reviewed it

This image shows a single sheet of white paper with horizontal ruling lines. The lines are evenly spaced and run across the width of the page. There are no margins, text, or other markings on the paper.

You decide what to share and when. Know the rules that apply to your situation, and never use an answer that is untrue for you. A fictional example is on the next page.

## This image shows a full page of a blank sheet of white paper with horizontal ruling lines. The lines are evenly spaced and extend across the width of the page, providing a template for writing or drawing. There are no margins, text, or other markings present.

YOUR STORY: PRACTICE EXAMPLE

FICTIONAL EXAMPLE

“During a period away from the workforce, I completed training and developed experience in food preparation and cleaning. I am now looking for steady work where I can contribute, learn, and build a strong work history. I can work the hours listed for this position.”

Adapt only the parts that are true for you, and answer the question that was asked.

SKILLS OR TRAINING I CAN HONESTLY MENTION

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WHAT I AM DOING NOW

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MY OWN SHORT ANSWER

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YOUR STORY

WHY I AM A GOOD FIT FOR THE JOB

QUESTIONS I EXPECT ABOUT MY BACKGROUND / HOW I WILL ANSWER

PRACTICE LOG

| Date | Practiced with | How it went / what to change |
|------|----------------|------------------------------|
|      |                |                              |
|      |                |                              |
|      |                |                              |
|      |                |                              |
|      |                |                              |
|      |                |                              |
|      |                |                              |
|      |                |                              |
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|      |                |                              |
|      |                |                              |
|      |                |                              |
|      |                |                              |

**INTERVIEW ANSWER PRACTICE**

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Use real examples. Explain the situation, what you did, and the result when that structure helps.

**TELL ME ABOUT YOURSELF AND YOUR RELEVANT EXPERIENCE.**

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**WHY ARE YOU INTERESTED IN THIS POSITION?**

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**DESCRIBE A TIME YOU SOLVED A PROBLEM OR WORKED ON A TEAM.**

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**WHAT MAKES YOU A DEPENDABLE EMPLOYEE?**

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# INTERVIEW QUESTIONS & FOLLOW-UP

## QUESTIONS ABOUT DUTIES, TRAINING, SCHEDULE, OR EXPECTATIONS

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## WHAT I NEED TO CONFIRM BEFORE ACCEPTING AN OFFER

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### FICTIONAL THANK-YOU EXAMPLE

“Thank you for speaking with me about the warehouse associate position. I appreciated learning about the team and training. I remain interested and would be glad to provide any additional information you need.”

## MY THANK-YOU MESSAGE

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## NEXT STEP / EMPLOYER TIMELINE / CONTACT INSTRUCTIONS

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**PRACTICE & CONFIDENCE PLAN**

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Choose small, manageable practice steps. Each one makes the real interview easier.

**A JOB-SEARCH SITUATION I WANT TO PRACTICE**

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**ONE SMALL STEP I CAN TAKE THIS WEEK**

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**WHO I CAN PRACTICE WITH / WHEN**

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**WHAT HELPS ME FEEL PREPARED BEFORE AN INTERVIEW**

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**AFTER PRACTICE: WHAT IMPROVED / WHAT TO TRY NEXT**

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Arrival time

Travel time

Time I need to leave / extra time

Backup contact / phone

### Evening or weekend availability

[illegible]

GOALS & MILESTONES

WHY I AM DOING THIS

MY GOALS

| By      | Goal | Done? |
|---------|------|-------|
| 30 days |      |       |
| 60 days |      |       |
| 90 days |      |       |

MILESTONES

☐ Documents gathered

Date

How I'll celebrate

☐ Resume finished

Date

How I'll celebrate

☐ First application submitted

Date

How I'll celebrate

☐ First interview

Date

How I'll celebrate

☐ First job offer

Date

How I'll celebrate

☐ First day of work

Date

How I'll celebrate

☐ First paycheck

Date

How I'll celebrate

☐ 30 days on the job

Date

How I'll celebrate

☐ 90 days on the job

Date

How I'll celebrate

[illegible]

[illegible]



[illegible]

[illegible]

[illegible]

[illegible]

## INTERVIEW PREP

| Company   | Revenue | Profit | Assets | Liabilities | Equity |
|-----------|---------|--------|--------|-------------|--------|
| Company A | 100     | 20     | 120    | 80          | 40     |
| Company B | 150     | 30     | 180    | 120         | 60     |
| Company C | 200     | 40     | 240    | 160         | 80     |
| Company D | 250     | 50     | 300    | 200         | 100    |
| Company E | 300     | 60     | 360    | 240         | 120    |
| Company F | 350     | 70     | 420    | 280         | 140    |
| Company G | 400     | 80     | 480    | 320         | 160    |
| Company H | 450     | 90     | 540    | 360         | 180    |
| Company I | 500     | 100    | 600    | 400         | 200    |
| Company J | 550     | 110    | 660    | 440         | 220    |
| Company K | 600     | 120    | 720    | 480         | 240    |
| Company L | 650     | 130    | 780    | 520         | 260    |
| Company M | 700     | 140    | 840    | 560         | 280    |
| Company N | 750     | 150    | 900    | 600         | 300    |
| Company O | 800     | 160    | 960    | 640         | 320    |
| Company P | 850     | 170    | 1020   | 680         | 340    |
| Company Q | 900     | 180    | 1080   | 720         | 360    |
| Company R | 950     | 190    | 1140   | 760         | 380    |
| Company S | 1000    | 200    | 1200   | 800         | 400    |

Interview date / time

Interviewer name

Address / how I'm getting there

Leave by

## WHAT I KNOW ABOUT THE COMPANY

## MY ANSWERS TO PRACTICE

## QUESTIONS I WILL ASK THEM

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Practice sessions done

Confidence (1-10)

Thank-you sent?

### AFTER THE INTERVIEW (how it went, next steps)

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## INTERVIEW PREP

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[illegible][illegible]

WEEKLY PLAN

Week of

Applications target

Submitted

Interviews

TOP 3 PRIORITIES

APPOINTMENTS THIS WEEK (parole/probation, programs, classes)

FOLLOW-UPS DUE

| Company | Contact | Done? |
|---------|---------|-------|
|         |         |       |
|         |         |       |
|         |         |       |
|         |         |       |
|         |         |       |

WINS THIS WEEK

WEEKLY PLAN

Week of

Applications target

Submitted

Interviews

TOP 3 PRIORITIES

APPOINTMENTS THIS WEEK (parole/probation, programs, classes)

FOLLOW-UPS DUE

| Company | Contact | Done? |
|---------|---------|-------|
|         |         |       |
|         |         |       |
|         |         |       |
|         |         |       |
|         |         |       |

WINS THIS WEEK

[illegible]

[illegible]

# WHEN AN APPLICATION DOES NOT WORK OUT

An unsuccessful application is information for your next step, not a measure of your worth. Review what is known without guessing at the reason.

## JOB / DATE / OUTCOME / FEEDBACK ACTUALLY RECEIVED

## WHAT WENT WELL

## WHAT I CAN IMPROVE OR CLARIFY

## IF A BACKGROUND REPORT WAS INVOLVED: RESOURCE TO CONTACT

## MY NEXT APPLICATION OR SUPPORT ACTION / DATE

[illegible]

FIRST 30 DAYS AT WORK

|                                                 |                |                         |
|-------------------------------------------------|----------------|-------------------------|
| Start date                                      | Arrival time   | Reporting location      |
| Supervisor                                      | Contact        | Preferred communication |
| What to bring / dress or equipment requirements |                |                         |
| Schedule                                        | Transportation | Backup plan             |

TRAINING TASKS / QUESTIONS TO ASK

MY FIRST-WEEK GOALS

MY 30-DAY GOALS / FEEDBACK TO REQUEST

SUPPORT I NEED TO STAY ON TRACK

90-DAY PROGRESS REVIEW

Look back at how far you have come, then set your next goal.

DOCUMENTS, RESUME, AND SKILLS COMPLETED OR UPDATED

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APPLICATIONS, INTERVIEWS, AND FOLLOW-UPS COMPLETED

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WHAT HAS HELPED MOST / BARRIERS STILL PRESENT

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SUPPORT OR TRAINING I NEED NEXT

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MY NEXT GOAL / ACTION / TARGET DATE

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[illegible]

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