## Appendix G: The Pathway to Success Curriculum

**Unit 1: O\*Net Interest Assessment**

**Overview**: In this unit participants will use the O\*NET Interest Profiler to identify areas of interest and competency; identify strengths and areas of improvement using the Foundation Skills Appraisal; and explore skills related to occupations within their chosen sectors.

Length of time: 60 minutes

External staffing requirements: 1 trainer

Materials: Handouts

Objectives:

* Participant will be able to complete the O\*Net Interest Assessment, review their results, and identify 3 jobs in their Jobs Zone.
* Participant will be able to describe sectors and identify 3 sectors of interest.
* Participants will be able to identify 3 occupations in each of the 3 interest sectors.
* Participants will be able to complete Foundation Skills Self-Appraisal and indicate evidence of competency in noted employability skills.
* Participants will be able to identify how employability skills match occupations.

**Unit 2: Gaining Employment**

**Overview**: This unit engages participants in learning about job opportunities available to persons reentering the workforce after incarceration and overcoming barriers to jobs. Participants will explore alternative occupations and learn about processes for requesting exceptions or accelerating the process in order to be job eligible.

Length of time: 60 minutes

External staffing requirements: 1 trainer

Materials: Handouts

Objectives:

* Participant will be able to list jobs that are available to persons with a record.
* Participant will be able to identify processes and offer possible solutions or strategies to overcoming barriers.
* Participants will be able to list key components of requests for exceptions.
* Participant will be able to write a generalized request for exceptions letter.

**Unit 3: Understanding Job Opportunities at Location of Re-entry**

**Overview**: Participants will learn about in-demand jobs, associated wages, and the job outlook using Center for Workforce Information and Analysis County information for their area of re-entry. Using budgeting tools, participants will create a budget and compare the wage associated with selected occupations, then revise their targeted occupational list as applicable.

Length of time: 60 minutes

External staffing requirements: 1 trainer

Materials: Handouts

Objectives:

* Participant will be able to define in-demand occupations and their relevance to a job search.
* Participant will be able to identify a job wage and make decisions based on their budgetary needs.
* Participant will be able to develop a personal budget.

**Unit 4: Introduction to Career Pathways**

**Overview**: In this unit, participants will learn the definition of career pathway and review occupations within some example industry pathways. Participants will explore wages, job outlooks, and demand for jobs. Building on the O\*NET Skills Inventory (Unit 1) and the Foundation Skills Self-Appraisal, participants will identify related areas of strength or areas of improvement needed for particular occupations or jobs. Participants will identify ways to focus on areas that are needed to be better prepared for targeted jobs (e.g., build on the- job experience, strengthen personal employability skills, and build academic or training skills).

Length of time: 60 minutes

External staffing requirements: 1 trainer

Materials: Handouts

Objectives:

* Participants will identify strengths and weaknesses to be job ready: O\*NET Skills Inventory; Foundation Skills Priority List; O\*NET Job Summaries.
* Participants will be able to define Career Pathway and its relevance to current and future employment and goals.
* Participants will be able to list areas of strengths and needs related to identified occupations.
* Participants will be able to identify 2 strategies to strengthen areas of need for employment (e.g., activities to practice appropriate employability behaviors, training courses).

**Unit 5: Creation of a Career Plan**

**Overview**: Participants will learn how to establish and create SMART goals for their Career Pathways goals based on their interests, available courses, and labor market information. They will review what career pathways are and catalog their career goals, interests, and experiences relevant to their identified career pathway. This process will also include determining next steps, enrolling in educational or vocational courses, signing up for inmate employment/Correctional Industries, correspondence course, etc., as appropriate.

Length of time: 60 minutes

External staffing requirements: 1 trainer

Materials: Handouts

Objectives:

* Participants will be able to explain and set SMART goals.
* Participants will be able to describe and use a process to identify primary steps to meet career goal.
* Participants will be able to develop a career plan that includes additional steps that might take Participants beyond targeted career goal on the pathway.
* Participants will be able to develop detailed action steps for each step using SMART goals process; Participants will include work and educational opportunities at SCI, employability skills development, and potential re-entry opportunities.

**Unit 6: Introduction to PA CareerLink® System**

**Overview**: Participants will be introduced to the PA CareerLink® one-stop service delivery system and resources and services available at the PA CareerLink®. This information will be presented by a PA CareerLink® representative. Participants will become familiar with the PA CareerLink® locations so that they will know where to go for services upon re-entry.

Length of time: 60 minutes

External staffing requirements: 1 trainer

Materials: Handouts

Objectives:

* Participants will be able to name 4 to 6 services or resources provide by PA CareerLink®.
* Participants will be able to explain eligibility requirements for using PA CareerLink® resources and services.
* Participants will be able to explain the process for enrolling for PA CareerLink® services.

**Unit 7: Resume, Cover Letters, and Applications**

**Overview**: Participants draw on earlier activities and portfolio products (e.g., O\*Net Interest Inventory, Foundation Skills Self-Appraisal, lists of experience and education, skills matching between job summaries and participant skills) to begin to think concretely about seeking employment. They will create a resume, write a sample cover letter, and practice filling out several types of applications.

Length of time: 60 minutes

External staffing requirements: 1 trainer

Materials: Handouts

Objectives:

* Participants will be able to identify skills, education, and experience and create a resume.
* Participants will be able to align skills and experience to identify appropriate jobs that also match their targeted career goals.
* Participants will be able to write a cover letter for a job.
* Participants will be able to complete sample job applications.

**Unit 8: Interview Skills**

**Overview**: Participants will explore how to prepare for and participate in a professional job interview. Participants will learn tips for handling questions, and topics to include or exclude in a job interview. They will have the opportunity to practice and polish their interview skills through delivery, observation, and evaluation by and of other participants or recorded interviews. Finally, participants will learn how to address the topic of having a criminal record in an interview.

Length of time: 60 minutes

External staffing requirements: 1 trainer

Materials: Handouts

Objectives:

* Participants will be able to identify four key components of a well-crafted job interview.
* Participants will be able to script a job interview.
* Participants will be able to use their resume to identify strengths to highlight in an interview.
* Participants will be able to conduct a job interview that incorporates highlighting their skills and abilities and their criminal record.

**Unit 9: What to Expect When Paroled**

**Overview**: Parole staff will address the class and discuss what to expect at a parole hearing, what factors may be viewed as positive, and what to expect when reentering and while under

supervision.

Length of time: 60 minutes

External staffing requirements: 1 trainer

Materials: Handouts

Objectives:

* Participants will be able to describe the process of an interview/ parole hearing.
* Participants will be able to identify 3-5 factors that may be considered positive factors for a parole hearing.
* Participants will be able to describe expectations for re-entry and supervision when reentering.

**Unit 10: Finalizing Your Career Pathway Plan**

**Overview:** Participants will reflect on the development of their employability skills by completing the Foundation Skills Self-Appraisal and comparing it to that of their initial Self-Appraisal. Participants will review their job or career choices and career pathway plan by reflecting on past activities and portfolio products. Ultimately participants will condense their in-depth career planning pieces into a comprehensive career pathway plan that addresses the different units in this course, as appropriate.

Length of time: 60 minutes

External staffing requirements: 1 trainer

Materials: Handouts

Objectives:

* Participants will be able to complete Foundation Skills Framework Self-Appraisal and indicate evidence of competency in noted employability skills.
* Participants will be able to reflect on and explain how their employability skills have advanced.
* Participants will be able to chart and explain the basic steps identified in their career plan.
* Participants will be able to identify gaps in their training and education for their target job or career path.
* Participants will be able to identify activities offered by their local institutions and PA CareerLink® that can support their advancement towards being prepared to seek their target job or career path.
* Participants will be able to set two SMART goals that will identify next steps in working towards their target job or career path.
* Participants will be able to express how they will address the parole board.