

# Career EMPOWERMENT Curriculum

Taking Control of  
Your Career

*Being Safe during the  
Job Search and  
at Work*



# Being Safe During the Job Search and at Work

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## ***Introduction***

### **Welcome!**

This module was created so you can proactively address safety concerns during a job search and at your new place of employment. Each individual situation is unique, yet there are safety practices we can apply across many scenarios.

### **Intended Outcomes**

This workshop is designed so that you will leave being able to:

- Put safety first.
- Address specific job search and workplace scenarios.
- Apply Safety Best Practices to your situation.

### ***What other information do you want to get?***

### **Ground Rules**

We want this to be a safe place for you to explore this topic. These ground rules help keep the environment safe:

- Everything will be kept confidential in this group.
- You will be encouraged to participate, but not called upon in class.
- Your questions are valid and if they cannot be addressed in class, we will put you in touch with the right resources after class.

### ***What else do you need to ask for to feel safe?***

## Being Safe During the Job Search and at Work

### Putting Safety First

### Job Search and Workplace Safety Assessment

The first step to managing your safety is to be aware of your own level of comfort in typical job search and workplace situations. For the following situations, mark an X if you feel **Safe**, **Neutral** or **Unsafe**. Feel free to add situations specific to you in the **Other:** rows.

Safe	Neutral	Unsafe	Situations
			<b>Job Search Situations</b>
			Putting my personal information on my resume.
			Putting my work history on my resume.
			Sharing references with a potential employer.
			Networking on Facebook.
			Networking on Linked In.
			Giving out your contact information at networking events.
			Going to interviews.
			Other:
			<b>Commuting Situations</b>
			Driving to and from work.
			Taking public transportation.
			Working far from home.
			Working near to home.
			Walking to and from your car.
			Other:
			<b>Work Environment Situations</b>
			Working a night shift.
			Working in a secure building.
			Working in a building that's open to the public.
			Working in an open area with others always around.
			Working alone in an office.
			Working on a delivery route.
			Opening or closing an office, store, or restaurant.
			Using an In/Out Board.
			Having a set schedule.
			Having a flexible schedule that's always changing.
			Answering the phone.
			Other:
			<b>Work Relationship Situations</b>
			Developing work relationships with colleagues.
			Developing friendships with colleagues.
			Working with someone who may know your history
			Other:
			<b>Childcare Situations</b>
			Leaving children with certain people during work hours.
			Dropping children off and picking them up.
			Other:
			<b>Total of Xs in Each Column</b>

## Being Safe During the Job Search and at Work

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### *Putting Safety First*

### Job Search and Workplace Safety Analysis

From the previous page, record the total number of Xs in each column. Keep in mind that safety is an evolving process. This captures your relationship with safety today.

Safe	Neutral	Unsafe
High Safety Level	Mid Safety Level	Low Safety Level

From the previous page, record the situation(s) that feel the **least safe** for you (or add your own if not captured on the previous page).

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From the previous page, write the situation(s) that feel the **safest** for you (or add your own if not captured on the previous page).

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What is helpful to remember about safety during this process?

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## Being Safe During the Job Search and at Work

### Applying Safety Best Practices to Your Job Search and Workplace

#### Job Search Element #1

#### NETWORKING

Networking is making connections. Making connections is an important part of the job search process. This often leads to sharing contact information and your resume.

#### **QUICK TIPS**

- *Set up an email that only you can check. Do not include your first and last name in your email address. Instead use your initials combined with a number. Make sure that whatever you use is professional and appropriate.*
- *Update your resume and answer email at the Public Library or friends' home.*
- *Build a **Safety Net** for yourself by communicating with a friend, family member, or counselor about networking activities, interviews, and other scheduled items so they know where you are, who you are meeting, and when you'll be back.*

In your small groups, work together to answer:

- What contact information is needed for a job search?
- How do you communicate with people safely during this process?
- What do I need to increase my feeling of safety while networking?

Remember that your situation is unique. Capture best practices as a group, and customize your actual approach based on your own circumstances.

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#### **NOTES**

## **Being Safe During the Job Search and at Work**

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### ***Applying Safety Best Practices to Your Job Search and Workplace***

#### **Job Search Element #2**

#### **SOCIAL MEDIA**

Social Media sites like Facebook, Linked In and others devoted to connecting people might be good ways to look for job opportunities, and you want to make sure you use these sites with safety in mind.

#### **QUICK TIPS**

- *Google yourself to see where your information comes up on the Internet. Contact the webmasters to remove information you don't want available.*
- *Avoid listing address and other personal information (including name, email, phone number, and photos) on public sites.*
- *If you are using Facebook, Linked In and other public sites, make sure your postings are professional and appropriate.*
- *Learn how to manage your privacy settings on any site you join.*

In your small groups, work together to answer:

- Which sites are most useful when finding a job?
- What information is relevant to share on a site and what is not?
- What are the ways you can conduct a job search without using these sites?

Remember that your situation is unique. Capture best practices as a group, and customize your actual approach based on your own circumstances.

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#### **NOTES**

## **Being Safe During the Job Search and at Work**

### ***Applying Safety Best Practices to Your Job Search and Workplace***

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#### **Job Search Element #3**

#### **ON-THE-JOB DUTIES**

It is best to be clear and honest with yourself and your employer about what work environment and on-the-job duties work for you or are problems for you.

#### ***QUICK TIPS***

- *Determine any deal-breakers for yourself in advance. Be prepared to ask directly about these after you are offered the job but before you accept it. Make sure you can fulfill the job expectations before accepting the job.*
- *Know that a job that fits into your safety requirements will allow you to perform your duties better, which is what your employer wants too.*

In your small groups, work together to answer:

- How does the Assessment on Page 3 help you clarify possible job duties?
- How does the Work Availability Chart on Page 8 help you clarify your work hours?
- How do you communicate constraints and limitations, yet still appear confident, positive, and attractive as a potential job candidate?

Remember that your situation is unique. Capture best practices as a group, and customize your actual approach based on your own circumstances.

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#### **NOTES**

## Being Safe During the Job Search and at Work

### *Applying Safety Best Practices to Your Job Search and Workplace*

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#### Work Availability Chart

Cross out the window of time are taken by childcare, child transportation, standing appointments (legal, therapeutic), classes, jobs, or other regularly scheduled items.

<b>Time</b>	<b>Sun</b>	<b>Mon</b>	<b>Tues</b>	<b>Wed</b>	<b>Thurs</b>	<b>Fri</b>	<b>Sat</b>
12:00 a.m.							
1:00 a.m.							
2:00 a.m.							
3:00 a.m.							
4:00 a.m.							
5:00 a.m.							
6:00 a.m.							
7:00 a.m.							
8:00 a.m.							
9:00 a.m.							
10:00 a.m.							
11:00 a.m.							
12:00 p.m.							
1:00 p.m.							
2:00 p.m.							
3:00 p.m.							
4:00 p.m.							
5:00 p.m.							
6:00 p.m.							
7:00 p.m.							
8:00 p.m.							
9:00 p.m.							
10:00 p.m.							
11:00 p.m.							

## **Being Safe During the Job Search and at Work**

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### ***Applying Safety Best Practices to Your Job Search and Workplace***

#### **Returning to Safety**

Safety is tricky because it is impossible to pre-plan for every scenario. What is useful is be able to deal with a variety of situations in a way that increases your overall safety – and confidence – over time.

#### **Possible Steps to Take When Triggered or Feeling Unsafe**

- Safely remove yourself from the situation.
- If possible, determine if it's based on a trigger, past experience, or current threat.
  - If trigger or past pattern, see if you can make choices that empower you.
  - If current threat, take action to leave the situation immediately.
- Process the experience with your case manager or support resources and determine if and when it is appropriate to discuss with people at work (consider your Supervisor or Human Resources).

#### **What safe and healthy actions can you take when feeling triggered?**

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## **Being Safe During the Job Search and at Work**

### ***Applying Safety Best Practices to Your Job Search and Workplace***

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#### **Situation 1: Dealing with a Trigger**

You like your colleagues and your new job is going well when the person who sits next to you asks you to join everyone for drinks after work. You know that being with people who are drinking feels unsafe. What do you do in this scenario?

Ideas:

#### **Situation 2: Networking to Find a Job using Social Media**

Someone from your past wants to connect with you on Linked In. You feel uneasy because of their connection with your past, yet you know they are successful. What do you do in this scenario?

Ideas:

#### **Situation 3: Keeping a Job Search Secret**

You want to get a job but are still living with your abuser. How would you safely look for work before you are on your own?

Ideas:

#### **Situation 4: Am I Being Followed?**

You are worried about being stalked or attracting attention to yourself. You don't want your abuser to know where you are going or what you are doing. What precautions do you take?

Ideas:

## Being Safe During the Job Search and at Work

### ***My Safety Action Plan***

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#### **My Safety Level:**

<b>High</b> <i>I feel very safe looking for work.</i>	<b>Medium</b> <i>I feel somewhat safe looking for work.</i>	<b>Low</b> <i>I feel unsafe looking for work.</i>
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#### **My Safety Reminder:**

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#### **My Safety Action Items:**

<b>Job Search Category</b>	<b>Safe Step</b>
Providing Contact Information	
Commuting and Transportation	
Childcare	
Networking	
Using Social Media	
Clarifying Job Requirements	
Dealing with Triggers	

## **Being Safe During the Job Search and at Work**

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### ***Resources***

The Allstate Foundation

[www.allstate.com/foundation](http://www.allstate.com/foundation)

*The foundation provides practical, proven programs for individuals and families to help them overcome personal challenges and uncertainties - leading to better, safer lives.*

National Network to End Domestic Violence (NNEDV)

[www.nnedv.org](http://www.nnedv.org)

202-543-5566

National Domestic Violence Hotline

1-800-799-SAFE (7233)