

Career **EMPOWERMENT** Curriculum

**Taking Control of
Your Career**

*Sharing Information and
Communicating
throughout the
Job Search and at Work*

Facilitator's Guide



Sharing Information and Communicating throughout the Job Search and at Work Workshop Logistics

Materials

- Facilitator's Guide
- Workbook/Pens
- Flipchart/Markers
- PowerPoint presentation/Computer/Projector/Screen

Outline

Topic	Materials	Time
Introduction	Workbook	15 minutes
Know Your Rights	Workbook	15 minutes
Handle Tricky Questions on an Interview	Workbook	60 minutes
BREAK		10 minutes
Negotiate the Job Offer Effectively	Workbook	25 minutes
Role Play Interview and Job Negotiation Scenarios	Workbook	15 minutes
Understand What Information to Disclose	Workbook	15 minutes
Resolve Issues Proactively at Work	Workbook	20 minutes
Applying the Learning	Workbook	5 minutes
		180 minutes (3 hours)

Preparation Notes on Participants

NAME	NOTES
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Sharing Information and Communicating throughout the Job Search and at Work

Introduction

<p>TIME 15 minutes</p> <p>MATERIALS Workbook Flipchart Markers</p> <p>NOTES & EXAMPLES</p>	<p>INTRODUCTION</p> <p>Display slide #1 – Sharing Information and Communicating throughout the Job Search and at Work.</p> <p>Welcome the participants to the workshop.</p> <p>Introduce yourself, your background, and what you like about leading this particular workshop. Thank them all for being here for this important conversation.</p> <p>Have them introduce themselves with their first names and an answer to a related yet comfortable question. Make sure you answer the question as well.</p> <p>Suggested options include:</p> <ul style="list-style-type: none">• What was your first job?• What was your favorite job?• What was your dream job growing up? <p>Have them turn to the Workbook Page 2 where they will begin working in their workbook.</p> <p>Advance to slide #2 – Introduction.</p> <p>Review the workshop intentions:</p> <p><i>This workshop is designed so that you will leave being able to:</i></p> <ul style="list-style-type: none">• <i>Know your rights</i>• <i>Find more information specific to your state laws</i>• <i>Handle tricky questions in an interview</i>• <i>Negotiate the job offer effectively</i>• <i>Understand what information to disclose</i>• <i>Resolve issues proactively at work</i> <p>State:</p> <p><i>It is important to be clear about what you want to get out</i></p>
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of the workshop as well. Take a moment and write down anything that isn't stated in these intentions that you'd like to get out of the workshop.

Pause and let them write. Have them share any other intentions. Confirm whether or not those intentions will be met in the workshop.

[Advance to slide #3 – Ground Rules.](#)

Review the workshop 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.*

State:

It is important that you feel safe exploring the topic of information sharing and communicating related to your job search and workplace. Is there anything else you need to feel safe during the workshop?

Pause and let them write. Have them share any other suggested ground rule. Agree to ground rules within reason.

Note:

As a facilitator it's one of your primary accountabilities to ensure the ground rules are followed and the intentions are fulfilled. Agree to those that you can follow. Gently say "no" to any intentions or ground rules that you cannot meet by saying something like:

I hear you want X from this workshop. That's not part of this session, but I will let you know how you can find that out afterwards.

Thank them all in advance for their participation.

Sharing Information and Communicating throughout the Job Search and at Work
Know Your Rights

<p>TIME 15 minutes</p> <p>MATERIALS Workbook Flipchart Markers</p>	<p>YOU HAVE RIGHTS!</p> <p>Advance to slide #4 – Know Your Rights.</p> <p>Instruct:</p> <p><i>Turn to Workbook Page 3.</i></p> <p>State:</p> <p><i>It's natural, as a survivor of domestic violence, to have some concerns about answering questions about your past or your personal situation.</i></p> <p><i>It's good to know about the federal, state, and workplaces rights you have.</i></p> <p>Instruct:</p> <p><i>Briefly review the Federal Laws listed on page 17 in the Appendix.</i></p> <p>Pause a few minutes.</p> <p>Ask:</p> <p><i>What are Federal Rights and why are they important?</i></p> <p>Make sure the following is discussed:</p> <p>It would be a violation of federal law for an employer to discriminate against you based on race, age, religion, disability or illness, gender, marital status, or for arrests or convictions in areas unrelated to the job duties.</p> <p>Instruct:</p> <p><i>Read what's written about State Law on page 18 in the Appendix.</i></p> <p>Ask:</p>
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What's important to know about State Rights?

Make sure the following is discussed:

- State law is different in each state and can change frequently.
- If you have questions about the laws in your state – or a state in which you are interviewing for a job – there are resources here to help you.

Note to facilitator: Not everything is settled in the area of “rights” and “discrimination.” There is court law that affects rulings in this area as well.

Instruct:

Read about Workplace Policy on page 18 in the Appendix.

Ask:

What's important to know about your Workplace Rights?

Make sure the following is discussed:

- Each workplace will likely have its own policies to protect employees.
- The employer with which you are interviewing may or may not have policies in the areas listed in the appendix.

Sharing Information and Communicating throughout the Job Search and at Work
Handle Tricky Questions on an Interview

<p>TIME 60 minutes</p> <p>MATERIALS Workbook Flipchart Markers</p>	<p>QUESTIONS THAT MIGHT SEEM INAPPROPRIATE</p> <p>Advance to slide #5 –Tricky Questions.</p> <p>State:</p> <p><i>It might be inappropriate for some employers to ask questions that would enable them to discriminate based on race, color, national origin, sex, religion, age, disability, genetic information or citizenship. Which employer might be subjected to a specific federal law, depends on the quantity of employees they have. You can see the Appendix for more information on this.</i></p> <p><i>Unfortunately, employers are not always as educated as they should be about what types of questions are inappropriate to ask. So, you may get asked inappropriate questions during the interview process.</i></p> <p><i>Let's explore how you'd handle these.</i></p> <p>Instruct:</p> <ul style="list-style-type: none">• <i>Review the chart at the bottom of Workbook Page 4.</i>• <i>Review the inappropriate questions and the suggested responses.</i>• <i>Consider whether you'd feel comfortable using the suggested responses listed or if it would feel more genuine to you to alter it in some way.</i> <p>Give participants a few moments to review the chart.</p> <p>State:</p> <p><i>The general guidelines are to:</i></p> <ul style="list-style-type: none">• <i>answer briefly, appropriately, and as politely as you can.</i>• <i>answer in a way that relates to your ability to do the job.</i>• <i>politely inform your interviewer that you'd like to keep your personal life personal.</i>
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Instruct:

- *We're going to do some practicing.*
- *Partner up with the person next to you.*
- *(If there are an odd number of participants in the training, you can pair up with one of the participants for this practice).*
- *Ask your partner each of these questions and they will practice providing an appropriate response.*
- *You can use the suggested responses given here, verbatim, if you'd like. Or, try out some of your own wording.*
- *You're not expected to respond to these perfectly right now.*
- *This is simply designed to have you begin to try out the responses that will feel most comfortable for you.*
- *Take 5 minutes with your partner. So, you'll have only 2 and a half minutes each. You'll be going through the questions quite quickly.*
- *Begin.*

After 2-3 minutes, tell the partners to switch if they haven't yet.

Pause for another 2-3 minutes.

Ask:

What did you learn as you practiced answering these questions?

Have the participants share what they learned from their perspective.

State:

Hopefully you won't get asked these types of inappropriate questions. If you practice, then you'll be prepared if a prospective employer does ask you one of these questions.

Some of these questions, if asked by a prospective employer, might be harmless and the result of not being appropriately educated about what they should and shouldn't ask. For example, "How far is your drive?"

Others might be more clearly crossing a discriminatory or professional boundary. For example, “Are you married or dating anyone?” Beyond knowing how to handle these types of questions, you might want to consider whether you want to work for an employer who crossed this kind of boundary during an interview process. Remember, you are also interviewing the employer. And you must balance these considerations with your own personal and professional needs.

LEGAL QUESTIONS YOU SHOULD BE PREPARED TO ANSWER

Instruct:

*Turn to **Workbook Page 5.***

State:

The questions listed on this page are typical interview questions that you should be prepared to answer directly. This is by no means meant to be an all inclusive list, and it would be a great starting point to know how you would respond to each of these.

Instruct:

Take 10 minutes and write your answers to the questions listed on this page.

Pause for 10 minutes.

While participants are writing, walk around and see if anyone needs any help crafting their responses.

Ask:

Any questions before we practice?

Respond to any participant questions. Use the suggested answers to the questions outlined below, if needed.

Instruct:

- *Partner up with the person next to you.*
- *You’ll have 5 minutes to practice answering the*

	<p><i>questions.</i></p> <ul style="list-style-type: none"> • <i>When you're the partner asking the questions, choose 2 or 3 questions for your partner to answer.</i> • <i>When you're answering the questions, share what you currently have crafted as your response.</i> • <i>Again, the idea is not to have perfectly worded responses right now.</i> • <i>This is an opportunity to say the words out loud and begin to determine how you want to best respond to these types of questions.</i> • <i>You have 2 and a half minutes each. So there will be time for only 2 or 3 questions each.</i> • <i>Begin!</i> <p>After 2-3 minutes, tell the partners to switch if they haven't yet. Pause for another 2-3 minutes.</p> <p>Ask:</p> <p><i>What did you learn as you practiced answering these questions?</i></p> <p>Have the participants share what they learned from their perspective.</p> <p>Suggested answers to the questions:</p> <ul style="list-style-type: none"> • Are you legally authorized to work in the U.S.? Yes I am. • What is your current address or phone number? [State the address and phone at which you can currently be reached.] • Do you have alternate locations where you can be reached? [If there are additional locations where you can be reached, share the appropriate addresses and phone numbers. There is no need to explain why. You can simply state the contact information and when you will be at the alternate locations] On the weekends, you can reach me at... • Are you able to perform the duties in the job description?
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	<p>[State yes, if you can. If you are unable to perform the duties, explain which ones and explain why you are confident you will be able to learn what's necessary.]</p> <ul style="list-style-type: none"> • Are you a member of any professional or trade organizations in our industry? [State yes, if appropriate, and list the organizations. If no, you could state your desire to be a member of certain organization and share your intention to apply for membership upon your hire.] • What was your pay rate at your previous position? At my previous job, I received \$X per hour (or an annual salary of \$X). • Have you been convicted of [something related to the job]? [State no, if possible. If yes, state how long ago. If the event occurred a long time ago, state how you have changed and matured. If the event is more recent, state that you have accepted full responsibilities for the consequences of your actions. Be clear that you intend to never do something like that again. Make sure you emphasize your current qualifications for the position for which you are applying.] • Why should we hire you for this position? [Share the 1 to 3 pieces of experience you have that are most relevant and share why you are passionate about the position (i.e., share why you want the job).] • What are your long-term career goals? [Share your 3 to 10 year career aspirations. Consider: Do you want to move into a higher level position? How do you want your responsibilities to expand in the coming years? What do you want to learn? What kinds of projects do you want to complete? What kinds of people do you want to work with?] • Are you available to work overtime? [State yes if you are. State no if you're not. You do not need to explain your response. You could also say that with appropriate advance notice, you would be able to work overtime.] • Can you travel?
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[State yes if you are. State no if you're not. You do not need to explain your response. You could also say that with appropriate advance notice, you would be able to travel.]

- Are you available to work our required schedule?
[State yes if you are. State no if you're not. If you state no, share the schedule you would be able to work.]
- Are you over the age of 18?
[State yes or no.]
- Is any additional information, like a different name, needed to check references?
[If a different name is needed to check your references, state yes and share what the name is. You do not need to explain whether it's your maiden name a previous married name, etc.]

EXPLAINING YOUR PAST

[Advance to slide #6 – Explaining Your Past.](#)

Instruct:

*Turn to **Workbook Page 6.***

State:

There may be tricky questions you're worried about being asked during the interview process. Four examples of potentially tricky questions are listed on pages 6 and 7 in your workbook. Let's review these.

You've never worked before outside the home.

If you've never worked before outside of the home, there may still be experience that you can share. Consider the experience you have in the home – managing a household budget, caring for children, etc. – and any experience you might have through any community, church or volunteer work.

Other ideas?

You have gaps in your work history.

Answer honestly. And you don't have to share a lot of detail. Share what you did during those years that's most relevant to the job responsibilities. There's an example written in your workbook.

Other ideas?

You are overqualified.

Be gracious. Don't argue with them if they indicate that you seem overqualified. Tell them why you want the job. Other ideas?

Turn to Workbook Page 7.

You've been arrested or convicted of a crime not related to the job.

You don't need to disclose any arrests or convictions that are not related to the job responsibilities. However, convictions may appear on your background check so you might want to be upfront about anything the employer may discover. You can state, "I don't have background issues that would prevent me from performing this job."

Other ideas?

What situations are you most afraid to discuss on an interview?

Ask participants what situations they are most concerned about discussing.

Address any situations they mention.

Some situations that might come up include:

Employment for which you were paid in cash, under the table.

IDEA: Simply state the job for which you were paid and the pay rate you received.

Employment you don't want to highlight due to a bad relationship with a supervisor, leaving on bad terms, etc.

IDEA: If you're concerned about gaps in your

	<p>employment, you can list the employer without giving them permission to check references. Or, you can give the name of someone, besides your previous supervisor, with whom you had a good relationship. If it's a larger employer, you might be able to list Human Resources who could simply verify employment dates and pay rates.</p> <p>Employment you don't want to highlight because it might be viewed negatively. IDEA: Depending on the type of position for which you are applying, it may be best to leave this out of your employment history.</p>
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Sharing Information and Communicating throughout the Job Search and at Work
Negotiate the Job Offer Effectively

<p>TIME 10 minutes</p>	<p>BREAK</p>
<p>TIME 25 minutes</p> <p>MATERIALS Workbook Flipchart Markers</p>	<p>UNDERSTANDING YOUR JOB OFFER</p> <p>Advance to slide #7 – Negotiate the Job Offer Effectively.</p> <p>State:</p> <p><i>Congratulations! You got the job offer! Now you're done, right? Not quite, next you want to make sure you understand the job offer. Ask questions until you are clear about the details of the position.</i></p> <p><i>You want to understand the...</i></p> <p>Pay</p> <ul style="list-style-type: none"> • <i>Understand the pay structures.</i> • <i>In fact, it's good – earlier in the process, while you're interviewing – to do some research about what the average or expected pay is for the position you're seeking. www.salary.com is a good resource for this.</i> • <i>Understand how often you'll be paid and how.</i> • <i>Understand if there are opportunities for overtime or bonus pay.</i> <p>Benefits</p> <ul style="list-style-type: none"> • <i>Understand the basics about the health insurance, including the portion you will pay for.</i> • <i>Make sure you understand the basics of any other unique benefits the employer offers.</i> <p><i>Note: It may be a red flag to an employer if you're asking a number of detailed questions about an Employee Assistance Program or similar benefit. Yet, you can be sure you have a general understanding of what is being offered.</i></p>

Also, know that just because something is available doesn't mean it is always fully utilized. For example, recently it's common for some non-profits to not be able to provide the employer match in the 401k program.

Vacation, Personal, and Sick Time

- *Know how many days off you will have and what the basic process is for using them.*
- *Let the employer know right away about any days you know you will need off.*

Work Schedule

- *Clarify the start time, stop time, and days you will be working.*
- *Understand any overtime or travel expectations.*
- *Understand if the employer ever makes changes to the schedule and how they do that.*

Safety Requirements

- *Ask to review any safety-related policies.*
- *Ask any specific questions that you need answered.*
- *You can practice commuting to the location at the expected start and end times to ensure you feel safe in the process.*

Ask:

Any questions?

Respond to any questions participants have.

JOB OFFER CHECKLIST

Instruct:

*Turn to **Workbook Page 9.***

State:

This is a job offer checklist that you can use once you receive a job offer. With your job offer in hand, review the yes/no questions listed here and answer the questions

listed on the bottom half.

Take a moment to review this now.

Ask:

Any questions about the items on the checklist?

Respond to any questions participants have.

State:

When you get a job offer, if you have any safety concerns for you or a member of your family, please speak with your case manager.

JOB NEGOTIATION FREQUENTLY ASKED QUESTIONS

Instruct:

*Turn to **Workbook Page 10.***

State:

After you get a job offer, you might have questions about whether you can negotiate parts of the offer. On this workbook page are some common negotiation questions.

Note: Some survivors may not be accustomed to asking for what they need or desire. Negotiating may feel scary, but ultimately empowering.

Let's discuss these together.

1. What is negotiable in the job offer?

Pause for participants to share their ideas.

Essentially everything in a job offer is negotiable: the pay, the number of days off, the work schedule. Benefits offered to employees are typically standard and consistent for all employees.

2. When do you negotiate the job offer?

	<p>Pause for participants to share their ideas.</p> <p><i>Right after you receive the job offer and before you accept the job.</i></p> <p>3. How do you ask for something you want?</p> <p>Pause for participants to share their ideas.</p> <p><i>If you absolutely need something to be altered before you'd be able to accept the position, you can state this in a polite way. For example, "I'm very excited about this opportunity and would like to be able to accept the position. Before I can do that, I need to ask you if the pay rate can be increased to \$10.50 an hour."</i></p> <p><i>If you'd like a change before you accept the position, you can again, state your interest in the position and ask for the change you'd like. For example, "I'm very excited about this position. I'd like to ask you about the pay rate. I'd like to receive \$10.50 an hour. Is that possible?"</i></p> <p>4. Can you negotiate multiple parts of the offer?</p> <p>Pause for participants to share their ideas.</p> <p><i>Yes you can. You probably want to consider what is most important to you and negotiate only the item or two that represent your priorities. Yet, if you could not accept the job offer without a number of changes being made, then you can ask for those changes.</i></p> <p>5. What happens if they say no?</p> <p>Pause for participants to share their ideas.</p> <p><i>If they say No, and then you're not able to accept the position, you can simply say that. For example, "I appreciate you considering the change. Unfortunately I'm not going to be able to accept the position at that pay rate. Thank you again for your time and consideration."</i></p> <p><i>If they say No and you're still going to accept the position, you can thank them for considering the change and let them know that you understand that this is their top offer and that you accept it. Reiterate your excitement about</i></p>
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	<p><i>the position.</i></p> <p>6. Can they withdraw the offer during this process?</p> <p>Pause for participants to share their ideas.</p> <p><i>Yes they can. So, while you can negotiate multiple parts of an offer, you also want to be careful.</i></p> <p><i>Overall:</i></p> <ul style="list-style-type: none">✓ <i>Consider the type of industry – Know what is typical in this industry. Does the offer reflect more or less than the industry norms? If it reflects less, you may have more room for negotiation.</i>✓ <i>Consider the level of the position – Is this a cashier position, executive assistant, or management role? As the level of the position rises, there tends to be more room for negotiation.</i>✓ <i>Pick what is most important to you – When determining what to negotiate, you typically want to pick only the 1 or 2 items that are most important to you, rather than going after everything.</i>
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Sharing Information and Communicating throughout the Job Search and at Work
Role Play Interview and Job Negotiation Scenarios

<p>TIME 15 minutes</p> <p>MATERIALS Workbook Flipchart Markers</p>	<p>Advance to slide #8 –Scenario #1.</p> <p>Instruct:</p> <p>Turn to Workbook Page 11.</p> <p>Identify which role play is most applicable to the group. You might know, based on conversation up to this point, which scenario participants are most likely to encounter. If not, ask participants which scenario they are most concerned about.</p> <p>Discuss the other 2 scenarios in the full group. Then, have participants role play the “most applicable” scenario with a partner.</p> <p>For the 2 scenario discussions:</p> <ul style="list-style-type: none">• Read the scenario.• Ask participants: <i>What would you do?</i>• Generate a group discussion and make sure the quick tips outlined below are covered. <p>For the scenario role play: Instruct:</p> <ul style="list-style-type: none">• <i>Partner up with the person next to you.</i>• <i>One of you take on the role of the interviewer.</i>• <i>The other person is the interviewee.</i>• <i>The interviewee will start the role play, addressing the issue described in the scenario.</i>• <i>The interviewer will interact appropriately.</i>• <i>After a couple minutes, switch roles and have the other person practice addressing the situation.</i>• <i>You have 5 minutes.</i>• <i>Begin!</i> <p>ROLE PLAY EXERCISE #1</p> <p>You are in an interview with a talkative interviewer who keeps asking you questions about your personal life. You think it’s well-intentioned and meant to create a</p>
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connection, but you are feeling uncomfortable. What do you do?

Quick tips:

- Change the subject to a more neutral topic such as sports or a recent news story.
- Tell the interviewer that you appreciate his/her interest and that right now you're focused on the opportunity.

[Advance to slide #9 –Scenario #2.](#)

ROLE PLAY EXERCISE #2

The job description says the shift is from 9 – 6 and you need to pick up your children from daycare by 6 p.m. When do you bring up this subject? What do you say? What do you do if the response is negative?

Quick tips:

- Bring this up proactively during the interview process.
- You can simply say that your schedule will only allow you to work until 5:50pm (or 5:45pm, whatever it is). You do not have to give a reason. For example, "Would it be possible for me to arrive 10 or 15 minutes earlier so that I could leave at 5:50 or 5:45?"
- If the interviewer says, "No, you wouldn't be able to leave earlier than 6pm," depending on your circumstances, you can let them know that you'll look into making other arrangements so that you can stay until 6 each day OR you can let them know that the hours don't work for you and thank the interviewer for his/her time.

[Advance to slide #10 –Scenario #3.](#)

ROLE PLAY EXERCISE #3

You are offered the minimum wage of \$8.50 an hour for a job where you bring extra experience and qualifications. You would like \$9.25 an hour and will not take a job for less than \$9.00 per hour because of your budget needs.

Quick tips:

- Let them know your desired pay rate and ask if they can accommodate it. For example, "I would like for the pay rate for this position to be \$9.25 an hour. Can you

	<p>accommodate that?”</p> <ul style="list-style-type: none">• Be prepared to share why you think you deserve the higher rate. For example, “I believe my 5 years of experience enable me to be highly productive in a role like this. I’d like to ask for the higher rate to reflect the extra experience I bring.”• As negotiations continue, you can let the employer know your “bottom-line.” For example, “To be frank, I would a rate of \$9.00 per hour in order to be able to accept the position.”
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Sharing Information and Communicating throughout the Job Search and at Work
Understand What Information to Disclose

<p>TIME 15 minutes</p> <p>MATERIALS Workbook Flipchart Markers</p>	<p>DISCLOSURE FREQUENTLY ASKED QUESTIONS</p> <p>Advance to slide #11 –Disclosure.</p> <p>State:</p> <p><i>Let’s discuss frequently asked disclosure questions as a group.</i></p> <p><i>If you’re not comfortable sharing your concerns in the full group, please reach out to me at a break or be in touch with other resources that you have.</i></p> <p>What are we worried about disclosing?</p> <p>Have participants share their responses. Possible responses include:</p> <ul style="list-style-type: none"> • Arrests and convictions • Special scheduling needs we have, like needing to leave by 4:30pm each day • Concerns about safety • Protection orders • Bankruptcy or credit problems <p>What do we legally have to disclose?</p> <p>Have participants share their responses. Appropriate responses include:</p> <ul style="list-style-type: none"> • Convictions related to the job responsibilities • Anything that might endanger you or your co-workers <p>Why might we disclose something we don’t have to?</p> <p>Have participants share their responses. Possible responses include:</p> <ul style="list-style-type: none"> • Being and appearing honest and trustworthy • Putting your mind at ease • Making sure there are no surprises when you begin working • Being responsible and proactive <p>When is the right time to disclose an issue?</p>
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Have participants share their responses.
Then, review the chart.

Opportunity	Obligation
The Job Application	Anything on your criminal record, such as convictions whether related to job or not.
The Interview	Anything related to your ability to do your job, such as your ability to type the desired words per minute. Anything they might find on a background check, such as convictions.
After the Job Offer	Anything that might endanger you or co-workers. Anything you need to clarify about the work schedule, pay, or benefits.
After Starting Job	Anything that relates to your ability to do that job, such as adhering to work policies.
Problem Occurs	Using your resources, resolve any issues, such as no longer being able to meet the work schedule or having a conflict with a co-worker.

Ask for questions.

Be prepared to speak to the following:

- Employers asking about convictions – Many job applications ask whether you’ve been convicted of a crime.
- Understanding what’s on your background check – If you feel you need to verify what is on your background check, contact a local Legal Aid organization.
- Bankruptcy or credit problems – You probably don’t need to disclose these unless you’re asked. And you should only be asked if it relates to the job responsibilities (i.e., working at a bank).
- Civil findings – You probably don’t need to disclose these unless you’re asked. And you should only be asked if it relates to the job responsibilities.
- Protection orders – It’s possible some screenings may uncover protection orders you’ve placed or have been placed against you. If you’ve never been found in violation of a protection order, then you do not need to disclose this information.
- Drug screening – Drug screens are becoming more prevalent as a requirement. You might be offered a job

	<p>contingent upon passing a drug test.</p> <p>Helpful hints:</p> <ul style="list-style-type: none">• Google yourself to see what information comes up. Many employers do this. Be prepared to speak to any unflattering or questionable information in the search results.• If you have a Facebook account, keep the information that you share appropriate and professional.
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Sharing Information and Communicating throughout the Job Search and at Work
Resolve Issues Proactively at Work

<p>TIME 20 minutes</p> <p>MATERIALS Workbook Flipchart Markers</p>	<p>IF PROBLEMS OCCUR</p> <p>Advance to slide #12 – Resolve Issues Proactively at Work.</p> <p>State:</p> <p><i>After you’ve negotiated a great job offer and have started working, there might be issues that come up on the job. We’re going to look at a few scenarios in a moment and work to apply 4 principles of problem solving.</i></p> <p><i>The 4 principles of problem solving are:</i></p> <ul style="list-style-type: none"> • <i>Personal Responsibility – Are you personally and proactively doing what you can to help solve the problem? Instead of getting into a blaming game, keep looking at what you can do to resolve the issue. When the issue is over, you want to know that you did all you could to have participated positively.</i> • <i>Proactive Communication – Are you disclosing the issue and the related facts as soon as you’re able? It doesn’t usually work to sit back and wait and hope that a problem will go away.</i> • <i>Proper Use of Resources – Are you reaching out to your resources for ideas and clarification about what you can handle on your own and how you should or shouldn’t involve your employer? If you’re not certain, ask.</i> • <i>Professionalism – Are you showing others that you’re committed to performing your job well? Are you behaving in professionally appropriate ways, ensuring good working relationships?</i> <p>Scenario 1</p> <p>You find yourself feeling teased by another co-worker in a way that reminds you of your past relationship.</p> <p>Quick tips:</p> <ul style="list-style-type: none"> • Calmly tell your co-worker that their words are making you uncomfortable and that you would like them to stop the behavior.
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- If the co-worker continues, tell your supervisor that you are sure you can maintain a professional relationship with your co-worker but you would appreciate it if the individual would respect your boundaries.
- Contact your case worker or a support person during your next break or after work hours to get additional feedback.

Write down quick tips on page 13.

Scenario 2

Your past abuser has found out where you work and you are concerned that he might be stalking you or cause a disturbance.

Quick tips:

- Create a safety plan for leaving work. Talk with your supervisor and building security at work and provide a picture of the abuser, if possible.
- If you have an Order of Protection, give the security guard or receptionist a copy.
- Keep a journal of harassing phone calls and times you may see your abuser around the work place or neighborhood.
- Save and/or print any threatening emails.
- Keep a journal of anything that happens between you and the abuser.

Write down these quick tips on page 13.

Scenario 3

You are now being asked to meet regularly with lawyers for issues related to your personal history and this impacts your agreed-upon work schedule.

Quick tips:

- Let your employer know that unforeseen personal circumstances have changed and that you need to ask for an adjustment to your work schedule.
- If you can, offer other hours that you may work to make up for the hours that you'll now miss.
- Express your desire to find an agreeable solution.

Write down these quick tips on page 13.

Being Safe During the Job Search and at Work

Applying the Learning

<p>TIME 5 minutes</p> <p>MATERIALS Workbook Flipchart Markers</p>	<p>APPLYING THE LEARNING</p> <p>Advance to slide #12 – Applying the Learning.</p> <p>State:</p> <p><i>Thank you so much for your contribution, attention, investment of time, and sharing.</i></p> <p><i>Because we know this is an ongoing process, we've included resources you can reference on an ongoing basis on Workbook Page 15.</i></p> <p><i>Review the resources, ask for additional suggestions from the group, and encourage them to be supported throughout the process.</i></p> <p>Instruct:</p> <p><i>Respond to the 3 questions listed on Workbook Page 14.</i></p> <ul style="list-style-type: none">• <i>What was the most valuable part of this module for you?</i>• <i>What will you do differently as a result of this training?</i>• <i>What is your trickiest communication or disclosure issue and how will you handle it?</i> <p>Pause a few minutes for participants to write.</p> <p>Facilitate Completion:</p> <p><i>To complete our work together today, let's hear the most valuable thing that you are taking away from this workshop today.</i></p> <p>Hear one thing from each person. Share something yourself.</p> <p>Thank everyone for their participation.</p>
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