

Getting a Job

A Guide to Finding (and Keeping) Meaningful Work

The John Howard Society Literacy Series was developed to help students improve their reading, writing, and critical thinking skills while providing them with information on topics that are interesting, engaging and relevant to their lives.

Finding a stable job that pays the bills and fits with other responsibilities in your life can be a difficult task for anyone, but it is especially challenging for people with lower literacy skills and those with a criminal record. *Getting a Job* guides students through the many steps in finding a job, introducing new literacy and essential skills along the way.

The book focuses on examining personal priorities, selecting a career field, setting realistic short and long-term job goals, and embarking on the job search itself. We discuss where to find job leads, how to create a cover letter and resume, and how to prepare for a job interview. We also cover workers' rights, workplace safety, and work-life balance, as well as the unique obstacles faced by ex-offenders searching for work, and how to overcome them.

This book is written in plain language and at approximately a grade eight reading level. As with all JHS literacy books, learners with higher-level literacy skills can complete it independently; however there are some interactive exercises and research projects for which it would be helpful to have a tutor or study partner.

Getting a Job is 125 pages and bound with a plastic coil for use in correctional settings. It is available for \$15.00 per copy from the John Howard Society of Manitoba.

You can order copies by contacting Janet Johnson at 204-775-1514. View the rest of our workbook series online at www.johnhoward.mb.ca.

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FEATURES:

- Twenty lessons and accompanying literacy exercises
- Personal experience stories from John Howard Society literacy students, who share the successes and challenges they have experienced in looking for work
- Literacy instruction on specific essential skills competencies, including using complete sentences, finding the main idea, filling out forms, pre-writing strategies, researching a topic, and creating a resume
- Advice from local employment counsellors, and a list of businesses and agencies that have hired people with criminal records
- A community resource listing, including contacts for employment help centres, literacy programs and adult education centres, government departments and volunteer organizations in Manitoba