

Ohio

Ohio

Ohio

Department of
Job and Family Services

Department of
Rehabilitation & Correction

Department of
Youth Services

Reentry Workforce Training Series

Module #2: Ohio Reentry Connections: OhioMeansJobs Secure Version

June 1, 2020

1

Training Series Goals

- ✓ Enhance knowledge of staff who assist returning citizens
- ✓ Raise awareness of workforce program services and resources
- ✓ Help restored citizens enter careers in demand occupations

Reentry Workforce Training Series

2

2

Presenter Biography

- Ron Weber
- Project Manager
- Ohio Dept. of Job & Family Services
- (614) 644-0821
- Ronald.Weber@jfs.ohio.gov

16 years experience managing employment and training programs at the state level. Experience in technical assistance, grant management, policy, and project management.

Reentry Workforce Training Series

3

3

New Training Series Webpage:

omj.ohio.gov/OMJResources/ReentryTraining.stm

- List of modules by date
- Recordings of past sessions
- Slideshow hand-outs
- Links to related info

Reentry Workforce Training Series			
<p>ODJFS partnered with the Ohio Department of Rehabilitation and Corrections (ODRC) and Ohio Department of Youth Services (ODYS) to produce the following training modules. The goal of this training series are:</p> <ul style="list-style-type: none"> To enhance the knowledge of staff who assist incarcerated individuals with reentry To raise awareness of the available workforce program services and resources To help released citizens enter careers in demand occupations to enhance their reentry success 			
Module	Session Title / Description	Link to recording	Handouts and Links
1	The Workforce System and OhioMeansJobs Centers	May 18, 2020 (2:40)	Workforce System slides, OMJ Center slides, OMJMap, if a OMJ center for COVID-19 cases
2	Ohio Reentry Connections Overview	June 1, 2020	Understand how the local workforce development systems assist individuals through partner services in getting employment. (Trainers: Ron Weber, ODJFS Project Manager, Craig Getters, Zapi Center, Toledo)
3	Career One Stop (Overview and Career)	June 8, 2020	Run-through of job search portal including account creation, review of resources, resume development, secure resume database, and job search techniques. (Trainer: Ron Weber, ODJFS Project Manager)
4	Apprenticeship/Career Technical Education	June 16, 2020	Review of federal resources available including assessments, career profiles and videos, employer location etc. (Trainer: Ron Weber, ODJFS Project Manager)
5	Labor Market Information Resources and Tools	June 22, 2020	Overview of apprenticeship programs to include sponsors, education, and ODRC specific programs. (Trainers: Becky Williams, ODJFS Apprenticeship Program Administrator, DRC Apprenticeship Liaison)
6	OhioMeansJobs Overview	June 22, 2020	How to interpret and utilize the available LMI for career guidance and job searches, including regional, statewide, and industry profiles. (Trainer: Lee Warner, ODJFS Assistant Bureau Chief)

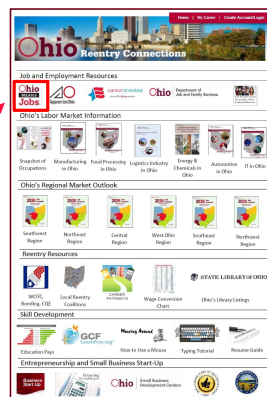
Reentry Workforce Training Series

4

4

Ohio Reentry Connections (ODRC Version)

The secure version of OhioMeansJobs.com allows a user to create an OhioMeansJobs account, search for current job postings, create and save electronic resumes, and save job postings.



Reentry Workforce Training Series

5

5

Learning Objectives

- Understand features of the Ohio Reentry Connections system
- Learn to enroll new users in the system
- Know how to enter a resume and make it visible to employers
- Practice searching for jobs by keywords

We want *you* to create an account and enter a resume!

Reentry Workforce Training Series

6

6

New Step-by-Step Guide

Start using this handout to assist the folks you're working with.

Ohio Department of Job and Family Services
Ohio Reentry Connections Step-by-Step Guide
CREATE ACCOUNT

STEP 1: BEFORE YOU BEGIN:

- Obtain a Token from the correctional facility's librarian or O.A.E. (STOP card).
- Think of a Password that is 8 to 20 characters long, with upper and lower case letters and at least one number and one symbol (e.g., N, S, L, 1, 7).
- Know your Social Security Number. You will need it in Step 5.

STEP 2: CREATE NEW ACCOUNT

- Click the OhioMeansJobs logo on the Ohio Reentry Connections main page.
- In the upper right corner of the Ohio Reentry Connections website page, click on **Create Account**.

STEP 3: ENTER CONTACT INFORMATION

- Enter your **First Name** and **Last Name**.
- Enter your **Release Date**. This account will transfer to OhioMeansJobs.com on the release date and will no longer be available inside the facility. Therefore, add a few days to your actual planned release date so if your release is delayed, you will have time to log in and update the release date.
- Select the **Assigned Institution** where you are incarcerated.
- For **Post Release Address** or **Primary Phone**, enter accurate contact details so potential employers can reach you. You may use the institution's address for now but must update this before your release. If you have no phone, you may want to use the phone number of a trusted family member or friend.

STEP 4: SET UP USERNAME AND PASSWORD

- Create a **Username** you will remember. Many institutions use a formula such as last name + inmate ID card will be easy to recall.
- Enter the **Password** you thought of in Step 3. Then re-enter it.
- Choose a **Security Question** that not many people know about you, such as the name of your first pet or father's middle name.
- Enter the **Security Answer**. Then re-enter it. You will need to remember this answer and exactly how you spelled it to be able to reset or change your password when necessary.
- Enter the Token code that you obtained in Step 3.

STEP 5: ENTER GENERAL INFO

- Select your **Gender** or select **Decline to Identify**.
- Select your **Ethnicity** or select **Decline to Identify**.
- Select your **Native or Primary Language**.
- Select the highest **Education Level** you've completed.
- Identify whether you are a **U.S. Citizen** or not.
- Select whether you have a **Military Service** or your spouse served in the military, or select **None**.
- Click the **Create Account** button.
- Any errors you made will be listed, such as leaving a required field blank. Fix the problems, then click **Create Account** again. Repeat until it works.

STEP 6: ENTER IDENTIFYING INFORMATION

- Enter your **Social Security Number**. Then re-enter it.
- Enter your **Date of Birth**. We need this identifying information to track how many people found jobs to prove that these services are helpful.
- Click the **Create Account** button.

Reentry Workforce Training Series

7

Poll Question

- How familiar are you with Ohio Reentry Connections?

Reentry Workforce Training Series

8

What is Ohio Reentry Connections?

- Secure version of OhioMeansJobs.com
- A "labor exchange" system



- Created & maintained by Monster Government Solutions via a service contract with ODJFS
- Launched in May 2011

Reentry Workforce Training Series

9

Restored Citizens ODJFS Video

□ 6:10

Reentry Workforce Training Series

10

10

What does Ohio Reentry Connections do?



Account Creation

- Set up User Name & Password
- Transfer saved info to OMJ account upon release
- Career tools & info



Resume Entry

- Enter an electronic resume
- Make it visible to employers 90 days prior to release



Job Search

- Begin job search prior to release
- Search all jobs in OMJ
- Save jobs for future access

Reentry Workforce Training Series

11

11

You Need a Token to Enter

- 8 digit code. Example: ODRC1IO0
- Used once to create a new account
- List of Tokens usually maintained by institution's Librarian(s)
- New list may be requested from ODJFS



Reentry Workforce Training Series

12

12

Assigned Institution

- The Token # aligns to one institution
- For this staff training, all the Tokens are aligned with ODRC Central Office
- You must select *ODRC* – *ODRC Central Office* for the Token to work

LorCI - Lorain Correctional Institution
MaCI - Madison Correctional Institution
ManCI - Mansfield Correctional Institution
MCI - Marion Correctional Institution
MEPRC - Montgomery Education & Pre-Release
NCCC - North Central Correctional Complex
NCCTF - NorthCoast Correctional Treatment Facility
NCI - Noble Correctional Institution
NEOCC - Northeast Ohio Correction Center
NEPRC - Northeast Pre-Release Center
OCF - Oakwood Correctional Facility
ODRC - ODRC Central Office
ORW - Ohio Reformatory for Women
OSP - Ohio State Penitentiary
PCI - Pickaway Correctional Institution
RCI - Ross Correctional Institution

Reentry Workforce Training Series

13

13

Username and Password

Username

- Not necessary to keep private
- Must be unique
- Facilities may use a standard format
- E.g.: *Last Name + Inmate ID*

Password

- Never write down or share with anyone
- 8 to 20 characters
- Uppercase letter(s)
- Lowercase letter(s)
- Number(s)
- Symbol(s)

Reentry Workforce Training Series

14

14

Security Questions

- Used to reset your password yourself
- Answer should be unforgettable to you
- Not something casual acquaintances would know about you

- SELECT -

What is the name of the city/town where you were born?
What is your mother's maiden name?
What is your all-time favorite sports team?
What is your father's middle name?
What was the name of your first pet?

Reentry Workforce Training Series

15

15

SSN and Date of Birth?


- On the final intake screen
- Used for performance tracking to see how many people we served got jobs
- No need for state staff to provide these details
- You can just close your browser when you get to this screen – your account is already set up at this point

Reentry Workforce Training Series

16

16

Access Ohio Reentry Connections online

	<p>← Click the icon on the splash page</p>	<p>Enter the address in your browser:</p> <p>https://my.odrc.ohiomeansjobs.monster.com/drccenter/home.aspx</p>
--	--	--

Save the page as a Favorite in your Web Browser

Reentry Workforce Training Series

17

17

Create an Account Video

- 6:30

Reentry Workforce Training Series

18

18

ORC System By The Numbers

Factor	Statistic
Total accounts created to date:	30,816
Average monthly enrollments:	522
Total Resumes Posted:	9,671
Resumes Currently Active:	2,274
• Individuals still incarcerated:	65
• Individuals already released:	2,209

Reentry Workforce Training Series

19

19

Enrollments by Institution: Top 10, All Time

#	Correctional Facility	Enrolled	% Total
1	Noble Correctional Institution	7,570	25%
2	Ohio Reformatory for Women	3,452	11%
3	Richland Correctional Institution	3,132	10%
4	Pickaway Correctional Institution	2,261	7%
5	Chillicothe Correctional Institution	1,908	6%
6	Grafton Correctional Institution	1,790	6%
7	Belmont Correctional Institution	1,654	5%
8	Marion Correctional Institution	1,368	4%
9	Trumbull Correctional Institution	998	3%
10	Northeast Pre-Release Center	684	2%

Reentry Workforce Training Series

20

20

Enrollments by Institution: Top 10 in 2020

Rank	Correctional Facility	Enrolled
1	Noble Correctional Institution	205
2	Richland Correctional Institution	162
3	Chillicothe Correctional Institution	152
4	Belmont Correctional Institution	143
5	Northeast Pre-Release Center	117
6	Ohio Reformatory for Women	105
7	Grafton Correctional Institution	68
8	Lebanon Correctional Institution	51
9	Ross Correctional Institution	51
10	Pickaway Correctional Institution	50

Reentry Workforce Training Series

21

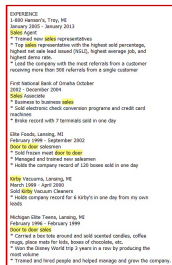
21

Types of Resumes

Traditional



e-Resume



Reentry Workforce Training Series

22

22

Types of Resumes

Traditional

Focus on design

Perfect punctuation

Print on paper

Every job seeker should have both types

Highlight skills, experience, education

No mis-spellings

No falsehoods

e-Resume

Focus on Keywords

Punctuation optional

Save on computer

Reentry Workforce Training Series

23

23

Career Tools and Info on Ohio Reentry Connections

- <https://my.odrc.ohiomeansjobs.monster.com/drccenter/home.aspx>

Job Search
Tips

Resume
Tips

Cover Letter
Tips

Interviewing
Tips

Reentry Workforce Training Series

24

24

Create Resume Video

□ 12:22

Reentry Workforce Training Series

25

25

Job Search Live Demo

Reentry Workforce Training Series

26

26

Practice! Practice! Practice!

- Tokens available to set up an account
- Use your actual first and last name when creating your account (even if you don't enter your actual contact info)
- No need to enter SSN or Date of Birth -- Just close your browser when asked

Reentry Workforce Training Series

27

27

Key Takeaways

- ❑ Incarcerated Ohioans can and should begin job search prior to release
- ❑ Employers approved by ODRC can access resumes in the secure database and reach out to interview/hire
- ❑ An e-resume is successful when it:
 - Uses keywords that employers search for
 - Contains no spelling errors or falsehoods
 - Uses quantifiable data and power words

Reentry Workforce Training Series

28

28

Questions?

29
