

**Employer Checklist:**

**What do employers require applicants to have prepared prior to the job search?**

* ID or acceptable verification
	+ <https://www.uscis.gov/i-9-central/form-i-9-acceptable-documents>.
* List of work history, a timeline of previous employment, or years of experience including positions you may have held while incarcerated to show applicable skills.
* List of previous convictions (know your criminal history).
* Dependable contact information and professional email address.
* Known hours of availability.
* Reliable transportation and/or childcare. Have a backup plan.
* Do you have the specific PPE (steel toed boots, welding helmet, etc.) requested by the employer? Keep receipts for possible reimbursement.
* Ability to pass a drug screening

**What do employers prefer applicants to have prepared prior to the job search?**

* Updated, accurate resume.
* Job interview clothing (dress appropriately).
* A general understanding of the company and role you are interviewing for.
* Check social media accounts to make sure they are appropriate for employers to review. If not, update your profile to private.
* Checking Account
* Provide employer with information on:
	+ Work Opportunity Tax Credit <https://jfs.ohio.gov/wotc/>
	+ Federal Bonding <https://drc.ohio.gov/federal-bonding>.

References

* References should be able to speak to previous employment and/or training you have completed.
* References should know they are references.

Copies of certifications

* Certificate of Qualification for Employment (CQE) <https://drc.ohio.gov/cqe>
* Industry Recognized Credentials or training certificates
* Volunteer work
* Certificates of good conduct/self-development

Be ready for the box: How should you discuss your criminal background with employers? A cover letter explaining criminal history, including certifications or information on how you took the initiative to develop yourself or obtain skills to overcome issues in the past. When the application asks, “Do you have a Felony?” check yes and write “will discuss at interview.” Overall, honesty is key.