



Job Seeker Reentry Plan Template

Your Path Back – Personalized Planning for Success

Overview

Transitioning back into the workforce after involvement with the justice system requires more than just motivation — it requires a plan. This Reentry Plan Template is designed to help job seekers set clear, achievable goals across all areas of their life. It can be self-guided or completed with a case manager, mentor, or employment coach.

Use this tool to build confidence, track progress, and take proactive steps toward long-term stability and employment.

SECTION 1: Personal Information

Name

Date of Birth

Phone Number

Email Address

Address

Emergency Contact Name & Number

SECTION 2: Employment Goals

1. Career Interest Areas

- ☐ Skilled Trades
- ☐ Customer Service
- ☐ Construction
- ☐ Healthcare



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☐ Transportation

☐ Other: _____

2. Desired Job Title(s):

3. Short-Term Employment Goal (3–6 months):

4. Long-Term Career Goal (1–3 years):

SECTION 3: Education & Training

☐ GED/High School Diploma Completed

☐ In Progress

☐ Not Started

☐ Vocational or Certification Training:

Program/School: _____

Completion Date: _____

Additional Education Goals:

Do you need help locating a program?

☐ Yes ☐ No

SECTION 4: Job Readiness Checklist

☒ Resume Created or Updated

☒ Email Account Set Up

☒ Interview Outfit Ready

☒ Transportation Plan Identified



- ☒ Criminal Record Reviewed for Accuracy
 - ☒ Explanation of Justice History Prepared (if needed)
 - ☒ References Identified
 - ☒ Driver's License/ID Acquired
 - ☒ Work Authorization Confirmed
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SECTION 5: Supportive Services

Do you currently have stable housing?

☐ Yes ☐ No ☐ Temporary

Do you have reliable transportation to work?

☐ Yes ☐ No

Do you need help with any of the following?

- ☐ Housing Assistance
 - ☐ Food Assistance
 - ☐ Mental Health Services
 - ☐ Substance Use Support
 - ☐ Health Insurance
 - ☐ Legal Assistance
 - ☐ Family Reunification
 - ☐ Other: _____
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SECTION 6: Personal Goals

What does success look like to you in 6 months?

What motivates you most right now?



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Who do you have in your support system?

- ☐ Family ☐ Friends ☐ Faith Community
☐ Mentors ☐ Reentry Counselor ☐ Other: _____
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SECTION 7: Action Plan

Action Step	Target Date	Status
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Example: Enroll in resume workshop MM/DD/YYYY Not Started/In Progress/Complete

SECTION 8: Notes & Reminders


Final Thoughts




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This plan is a living document. You can update it anytime, celebrate milestones, and use it to stay focused on your goals. Remember — Your Path Back is here to walk with you every step of the way.

 **Your Path Back**

 Website: yourpathback.org

 Phone: 813-434-1112