

Creating your own PWP (Personal Web Page)

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Introduction

Before you start, are you new to the Fair Shake website? The Internet? Computers? We have tutorial help, detailed information about Fair Shake, and a handy site map to help you get started and fully utilize the entire website. Please check out [Getting Started](#) page to learn more.

Entering the job market after prison can be difficult. At Fair Shake we think that creating a PWP can provide an extra edge over basic job applications. We believe that many job applications and résumé templates may not offer sufficient opportunity to show your skills, training or character. The box that must be checked 'yes' - Have you ever been convicted of a felony? - may keep the employer from looking further. Your PWP provides an opportunity to demonstrate work experience that is outside of traditional employment, lessons learned beyond school walls, and a chance for you and those who know you to speak on your behalf. In essence, the PWP offers the chance to show you cannot be reduced to a cultural stereotype.

Imagine submitting your application or resume with "Check out my web page to learn more about me: <http://fairshake.net/member/?user=YOU>!"

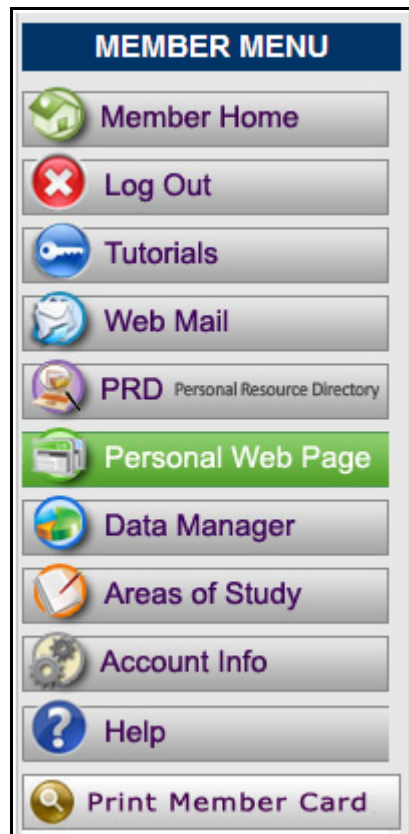
The awful truth is that former felons are often not hired simply because they are former felons. This page can help employers get to know you and see that you are a parent, a volunteer, or even a Cubs fan. Who you are can shine through your previously incarcerated status. Varied work experience, training and skills learned while incarcerated can be applied here. You can comment about your crime and your perspective on it now if you like. Certificates, letters of recommendation and other important documents can be safely stored for your chosen viewers. Your hobbies and interests may spark conversation on interview day!

Getting your page ready for viewing can be quick and easy.

Getting Started

The first step in creating a **Personal Web Page** (PWP) is navigating to the editing section!

The **Member Menu** will always be available on the left when working in the member area, except when you are searching in your **Personal Resource Directory**. Clicking on the **Personal Web Page** button will bring you to the editor.



The tabs that you see just under your name let you add or delete information in the various sections.



Tab descriptions:

- **Personal Info** – Information about YOU! Your contact information, hobbies, interests and plenty of room to write things about yourself.
- **Work/Experience** – This area is all about the work experience you've gained. done and skills you've learned. Your Work Experiences, your job titles, skills, and things you have been recognized for can go here. These occupations can include work while in prison too!
- **Education** - Education and Training just further your recommendations. Education comes in many forms and all are applicable, they may include schools, certifications, online institutes, educational experiences or anything you may deem worthy. Training can also be many things, maybe a commercial driver's license or a welding class.

- **Photos** – As many photos as you wish to post, we suggest one of you smiling for your account so when someone visits your page they feel invited. Feel free to show more, maybe you with your favorite pet or your family or maybe a picture of you enjoying your favorite hobby!
- **Documents** – A place to make public the documents you have uploaded. If you make them public you are giving download access to anyone who you allow to view your page.

Lets get to it!

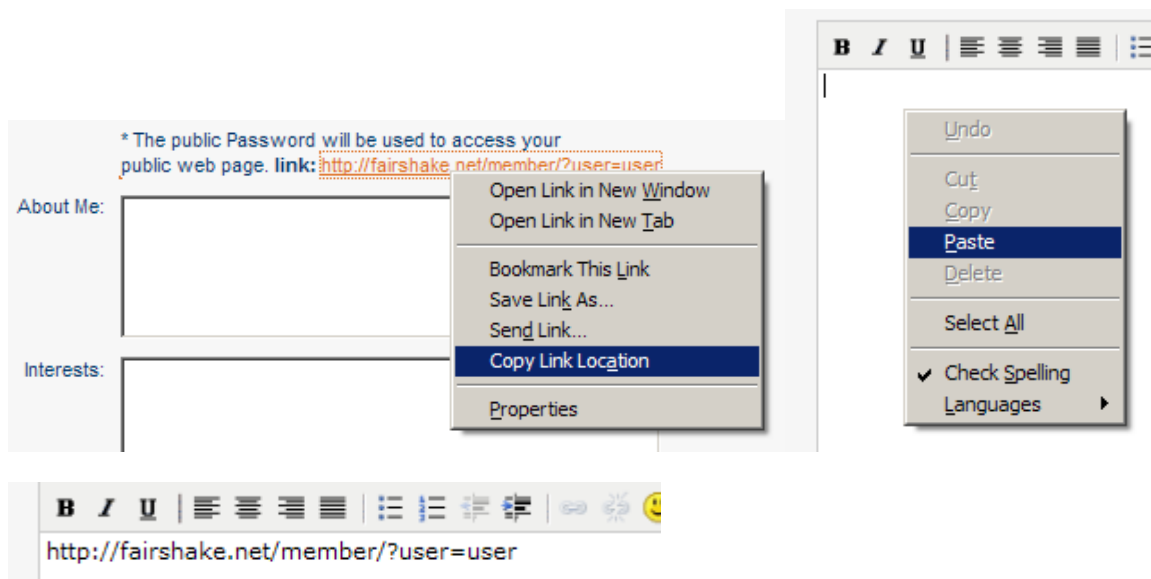
Personal Info

After entering the PWP area of the member’s section you will find yourself on the Personal Info tab. This is a great place to get started because it’s all about you! You will notice some grayed out areas that you cannot access or change from Personal Info, this information must display on your page and is a part of your account info (if you want to edit it go to Account Info in the Member Menu). Your Birth Date is an easy drop down menu, just click on the item and your selections will appear below ready for you to chose by clicking on your choice, you can also use the up/down arrows to make your choice and hit the enter button on your keyboard. If you wish not to display this information just be sure the

Public box is empty.

The next item on the list is your phone number, leave empty if you want but know that your web page is secure and your phone number is very valuable to anyone you let view your website.

Next item is your Public Password and your Link. Your public password protects your PWP from unwanted visitors! You can put anything you want and change it whenever you want! And the link is the address you can give for someone to view your page. If you want to share your page with anyone be sure to copy it EXACTLY <http://fairshake.net/member/?user=user> (user at the end should be your username and not user). If you want to email it, use the right mouse button on the link and select Copy Link Location, then enter your email and “paste” into the message by clicking the right mouse button and selecting paste.





Be sure when you give your page to others to view that you also give the password we create (do not give the password you use to enter Fair Shake member’s area, give the password you can edit from PWP Personal Info).


The boxes below the Public Password area; About Me, Hobbies, Interests, and Favorite Quotation, can now be filled with anything you want to write. Maybe you want to talk about why you were in prison and who you have become since in about me, and list ALL of your favorite hobbies and interests. There is NO LIMIT! The Favorite Quotation should be something short and easy to read, it will appear right below your picture as if you were saying it to provide a feeling of who you are.

After you complete the above fields, click the Save Changes to actually put the information you just entered permanently on your web page (you can change it whenever you want) or cancel if you decide you don't like what you entered or changed.



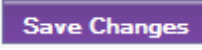
Note! - Now that all the basic info has been entered you may want to print out a **Member Card** which contains your phone, personal web page, the password for that page, email address and also a link someone can submit an official reference on behalf of you! All with the professional look and size of a

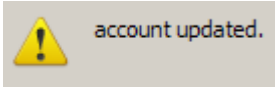

business card! Check it out by clicking the  , or you can read more about it at the end of the document in the **Member Card** area!

The Personal References is the final section of Personal Info, click on the  to add a personal reference. When you do, the Name, Relationship and Reference fields will appear and be ready to fill! Just fill these fields and click Save Changes to keep a Personal Reference on your PWP! In the Reference field it helps to have a phone number of the reference so the person viewing your page can call and ask about what kind of person you are. After you click Save Changes you are free to  another!

Once you are satisfied with everything you entered we suggest you view your page and get a feel for what you are doing. To do this click the  under the Member Menu (left side). This will open a new window with your page displayed! After viewing maybe you want to change some things, or maybe you think it's perfect but it's important to view your page and like it before you show it to the world. When you are finished viewing your page close the window and you will return to the editor.

Work/Experience

Your next tab in the PWP editor is the Work/Experience tab. Clicking it we see the three categories in our main work area. Clicking on the  under any of these categories will add another of the category for you to fill out. To add your most recent work experience click the  under it and type in the company in which you worked for, your job title, the time you worked there and the description of your work. In the description you can add a contact telephone number if you think it will help. Once you have added all the information in the current listing click the  button and you will know

your work is saved when you see the  . Once you see the account updated message you are free to  another listing in the same category or another category!

Work Experience

 Add

Work Experience can be a job that you have had (paid or not), work you volunteered to do at the prison, or anything you consider to be an occupation worth recognizing.

Skill Sets

 Add

Skill Sets include what you can do! If you want to work on a computer and you have the skills you can list Computer Skills under type of skill and the programs you are familiar with in the skills section.

Special Recognitions

 Add

Special Recognitions! Use this section to list anything you have been recognized for while you work, if you were employee of the month or safety certificates, anything you have been awarded for that you are proud of.

After adding all of your Work/Experience you can take a look at your page again and see your progress! Once finished with that it's time for the next section:

Education

This section is purely for subjects you have been taught.

Education


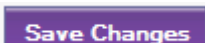
 Add

Education is for schools and other certified teaching programs.

Training

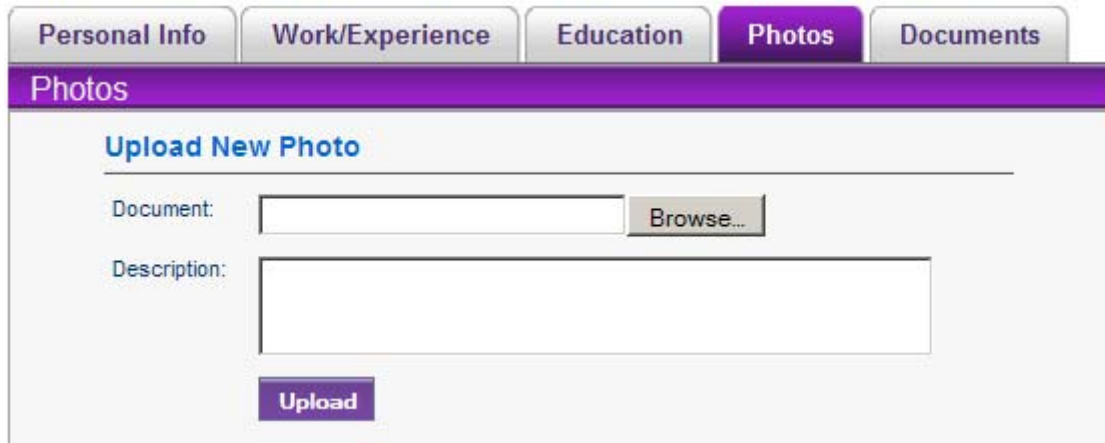
 Add

Training is for time spent learning a trade from a superior.

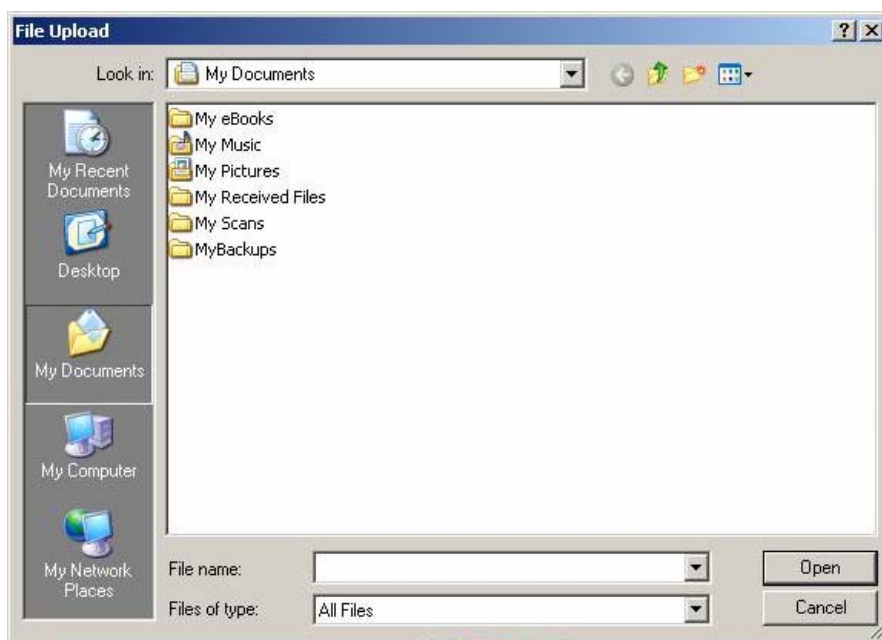
Once again just click the  Add to add a education or training and after you add all the information click the  to save the information and display it on your web page. You can add as many Educations or Trainings as you desire.

Photos

Adding Photos to your Personal Web Page is perhaps the most personable aspect of this member area. You can greet visitors to your page with a smile, show a picture of you with your family or you enjoying your favorite hobby!



Instead of typing the file name in the Document box, simply click **Browse** and another window will appear. This window is asking you which file you want to find.

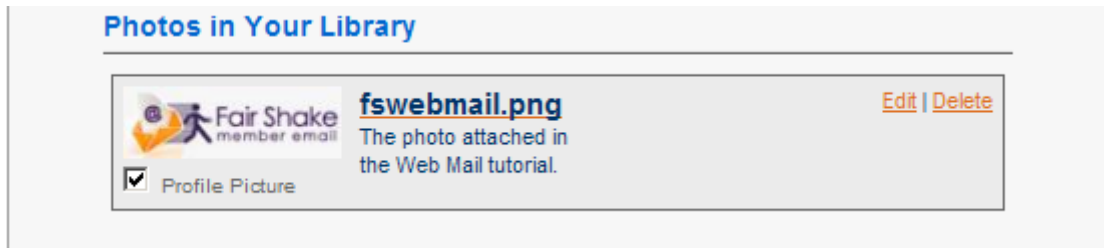


Most photos are automatically put in the My Documents and in the My Photos but they may also be on the Desktop.

Locate the photo and double click it or click it and click open, this fills the box to the left of the **Browse...** button. Once the Document Location is in place you can type something about the photo in the description and click **Upload**. The time it takes to upload a document is different for every picture as the size of the photo is different.

(For the tutorial, the Fair Shake member email logo will be used as the personal photo)

Congratulations, you have successfully added a photo to your Personal Web Page!



Notice the pictures you upload will have the Profile Picture box empty. These check boxes makes the photos appear on your main Personal Web Page as a picture of YOU!

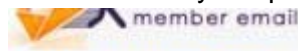



If you want a different picture to be displayed on your main Personal web page, just click the Profile Picture under the desired photo.

Time to see what your Personal Web Page looks like with your face on it! Just click the

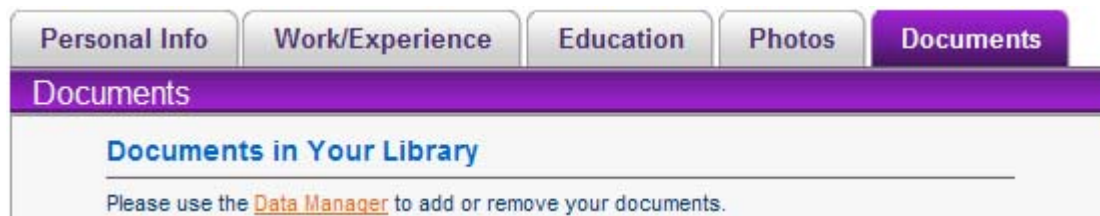


button to check it out! If you uploaded more than one photo you will see this



under the photo you chose to display.  Whenever anyone visiting your page clicks on this View Additional Photos they will be directed to a listing of your photos and your comments will also be displayed. Finished with photos, now it's time to get your important documents online and available to your visitors for download, so again close the window displaying your preview.

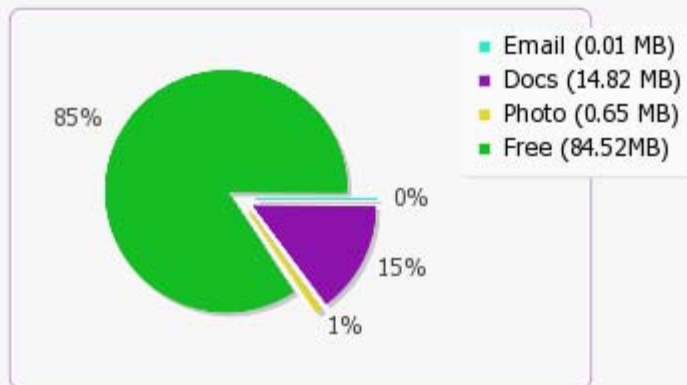
Documents



As you may notice as soon as you click the Documents tab, your documents cannot be uploaded from the Personal Web Page editor, they must instead be uploaded from the Data Manager. Click on the Data Manager link to start uploading your important documents!

Data Manager

Your data overview



[Back to Documents](#)

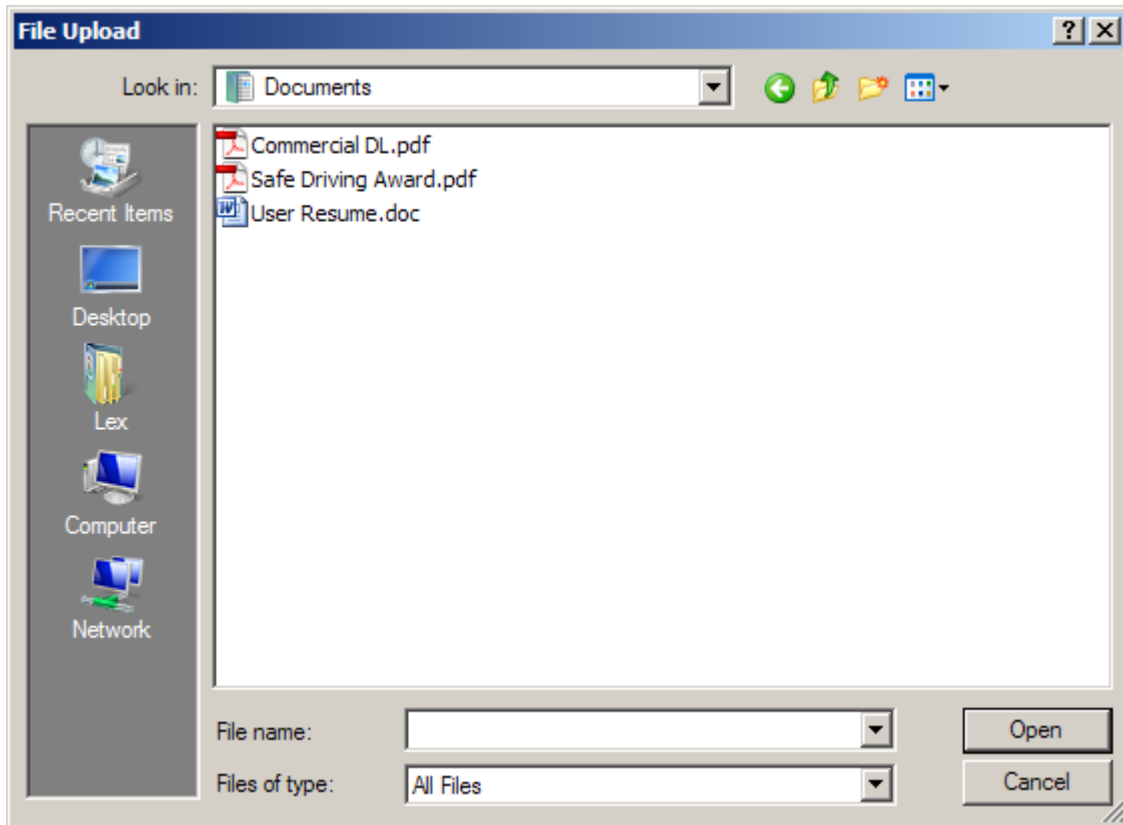
Upload New Document

Document:

Description:

The pie chart you see above is a display of all the space you are using out of the space remaining for use on your account. The green is space that you haven't used yet and can be filled with documents, email or photos. The light blue is Email, yellow is Photo and purple is Documents. If you are out of room (no green left) look at your other colors. Maybe you have too much email, take a second to delete some emails from the Fair Shake Web Mail. Maybe all your space is being used by photos and you only have two photos on your web page. If so then you need to resize your photos and re-upload them after deleting them from your profile.

Uploading a document is a lot like uploading a picture. Just click the Browse... button and you will get a window like this.



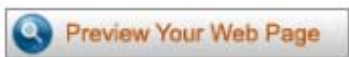
Locate your important documents which are usually kept in Documents (within My Documents or user, here user is Lex and the Documents folder was in the Lex folder) but are sometimes stored on the Desktop. Double click the document or click the document and then click the Open button. This will fill the text box to the left of Browse.... Feel free to add comments to the description usually something to help the visitor know what the document is. After all that is finished press the upload button, this may take a minute or two depending on file size and the speed of your internet.

Once uploaded you can upload another document or view the documents you have already uploaded. Later if you need your documents you can download them again. Once finished uploading and making sure the description is correct it's time to make them available for your visitors to download.

Since you are now in another part of the website, you will need to navigate back to the Documents section of the Personal Web Page. Do so by clicking the Personal Web Page button in the Member Menu and once in your editor click the Documents button. You should see something like this.

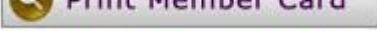
The documents you have uploaded are now listed in your documents within the Personal Web Page editor. If the **Public** checkbox is filled next to a specific document, that document and it's description will display on the right side of your web page for visitors to read and download.

Congratulations! You are finished creating your Fair Shake Personal Web Page! Be sure to review it

with the  and if everything is correct and how you would like it displayed SHARE your public password and link (taught at the beginning of the lesson under Personal Info) through email, printed or hand written messages!

Member Card

Another EXTREMELY valuable tool, but really it goes hand in hand with the Personal Web Page. Now that everything has been filled in on the personal web page, the page need some visitors also known as

future employers! When the  button on the left is clicked, the site navigates to a page with 8 Member Cards such as this.



Notice the name, telephone number, email, website and password are all yours! This is your professional Member Card and it helps anyone you give it to to contact you or visit your personal web page! At the bottom of the card is a web address, if someone were to enter it into their browser they could write a review about you and your work. If someone does this and we verify with them you get a Fair Shake verified reference! A reference someone else made for you on your account and personal web page!

Fair Shake Verified References

When someone submits a reference on your behalf we check it's validity out! If everything checks out you get a Fair Shake Verified Reference! You will get an email telling you about the reference and below your Personal References on your Personal Web Page editor you will see your new Verified Reference! It will look like this:



The Show Public box on the right side will not have a check in it automatically, you only add that if you want to display it on your page. When you do check that box your reference will appear on your page as a verified Fair Shake reference and REAL.

REFERENCES

amazing

Phone:0984309580349

Name:joeseeph

Reference:Pat worked for me for 6 months after finishing prison. I liked the work pat does but I can simply provide no more work. I would recommend Pat to anyone who needs help!

Title:Employer

Email:shaik@gkgk.com

Example

Now that everything is explained, we feel you should be able to see a finished product as an example! Here is the personal web page of Pat Doe.

Address: <http://fairshake.net/member/?user=example>

Password: free

Pat has a little of everything; a verified reference, job history, photos, and documents. This is what Pat's future employer wants to see! We believe your Personal Web Page will work as well as we intended it to, if you have any suggestions, please email us at information@fairshake.net. Enjoy your web page!