

GLOSSARY

Apprenticeship: A training model in which individuals work for an employer and earn a salary, while receiving job-related academic instruction (frequently provided by community colleges) and on-the-job training under close professional mentorship that leads to occupational mastery and an industry-recognized credential. Unlike on-the-job training, apprentices learn skills in formal classes and apply their learning at the workplace to gain occupational mastery. Unlike internships, registered apprentices remain with the firm for four to six years and youth apprentices for one to two years.

Automation: The process by which work previously completed by people is carried out by computers or machines. People in routine occupations, whether white- or blue-collar, are most at risk of their jobs being eliminated due to automation. Automation tends to increase demand for other workers to complete related tasks that have not been automated, or may create different kinds of jobs that tend to require a higher level of skill (e.g., programming or repairing automated machinery). This is referred to as complementarity.

Ban the Box Policies: Policies that prohibit questions about a person's criminal history on applications. These policies vary in terms of which employers are affected (public vs. private employers or contractors) and when an employer can ask about a person's criminal record (during the interview or after a conditional offer is made). Ban the box policies are not used to determine whether a criminal record should be considered in hiring decisions.

Brain Drain: The movement of highly skilled, educated workers out of a nation, state, or region.

Brain Gain: The movement of highly skilled, educated workers into a nation, state, or region.

Career Pathways: Programs that provide postsecondary education, training, and support in a series of manageable steps that lead to successively higher credentials and employment opportunities in growing occupations. Programs include four core elements: (1) comprehensive assessment, (2) integration of basic and occupational skills training, (3) academic and nonacademic supports, and (4) strategies for connecting participants to employers. People can enter, exit, and re-enter the pathway at any stage depending on their prior training, job prospects, and personal situation.

Certificate of Recovery: A mechanism offered in a growing number of states to reduce the lasting barriers (i.e., collateral consequences) that a criminal history creates for job seekers. They offer employers assurance that an ex-offender has made progress on rehabilitation and may protect employers from negligent hiring claims. Also known as certificates of relief, reentry, achievement, or employability.

Collateral Consequences: Legal and regulatory sanctions and restrictions that prohibit or hinder attempts by people with criminal records to obtain occupational licenses, the right to vote, custody, housing, public benefits, eligibility for school loans, and employment. They most frequently affect people convicted of a crime; however, in some states an arrest may also trigger collateral consequences.

Criminal Record: Legal documentation of a person's contact(s) with law enforcement agencies. A criminal record may include, but is not limited to, detailed or summary information concerning all arrests, misdemeanor and felony convictions, sentences, and community supervision violations. It also may include information on dropped charges, case dismissals, and not guilty verdicts.

Criminal Record Clearance: The act of removing a person's criminal history information from easy public access, most often with the goal of improving employment and other outcomes. States vary in the types of records eligible for clearance (e.g., non-conviction arrests, misdemeanor or felony convictions, juvenile records), the waiting period, and the process required to obtain a clearance (e.g., automatic or requires a petition to be filed).

Criminogenic factors: Risk factors, such as antisocial thinking, behaviors, personality patterns, and peers, that contribute to a person's likelihood of engaging in criminal behavior.

Geographic mismatch: A situation in which appropriately skilled workers reside a distance from where jobs are available. May also refer to the specific situation in which minority or low-skilled workers live in the inner city and available jobs are located in the suburbs.

High-skill jobs: Occupations that typically require a bachelor's degree or higher and include professional, technical, and managerial positions.

Job Polarization: A labor market situation in which there are increasing opportunities in both high-skill, high-wage occupations and low-skill, low-wage occupations, coupled with decreasing opportunities in middle-wage, middle-skill occupations.

Labor market: The place where employers find workers, people find employment, and wages are negotiated. Labor markets can have a smaller, local scope or larger, national or international scope.

Labor shortage: A condition in which employers believe there is an insufficient number of qualified candidates to fill open positions at the wages they are offering.

Low-skill jobs: Occupations that have no formal education requirement such as food service, custodial, personal care, and construction jobs.

Middle-skill jobs: White-collar (e.g., clerical, administrative, sales) and blue-collar (e.g., production, craft, repair, operative) occupations that require at least a high school diploma but not a four-year college degree.

Prosocial Activities: Activities that reflect an individual's thinking about the welfare of others and/or the benefit to the community. In the context of this report, they are chiefly related to law-abiding behaviors and positive social relationships.

Recidivism: When an offender commits a new crime or violates the conditions of their supervision. Different jurisdictions have different definitions of what qualifies as recidivism, ranging from a new arrest, conviction, or prison sentence to re-incarceration due to a technical violation of the conditions of release.

Reentry: The process of transitioning from prison or jail back to the community.

Risk-Need-Responsivity Principles: Evidence-based principles that, when used in combination, reduce recidivism. Risk principle: focus supervision and services on the people most likely to commit crimes. Need principle: identify and address the individual's greatest characteristics or circumstances that can lead to recidivism. Responsivity principle: tailor interactions and services to an individual's ability to learn and acquire new attitudes and skills, such as motivation to change.

Skills mismatch: A labor market situation in which the attributes (e.g., skills) of job seekers do not match the attributes that employers require for their open positions. A skills mismatch often results in vacant positions remaining open longer and job seekers searching longer for work.

Spatial mismatch: See *geographic mismatch*.

Subsidized employment: Programs that provide jobs to people who cannot find jobs in the regular labor market and use public funds to pay all or some of their wages. Workers gain skills and earn income, while employers face a reduced risk and lower costs related to hiring a worker.

Workforce Innovation and Opportunity Act (WIOA): Signed into federal law in July 2014, the Act aims to help job seekers more effectively access employment, education, training, and support services and to better match employers with skilled workers.