|  |  |
| --- | --- |
| **Participant Name and Pronouns:** | Career Coach Name and Pronouns: |
| **Job Seeker ID:** | WS Liaison and Pronouns: |

|  |  |  |
| --- | --- | --- |
| **Strengths (I am…)** | **Interests and Talents (I like, I enjoy, My hobbies are…)** | **Skills and Abilities (I can, I am able to…)** |
|  |  |  |

|  |  |
| --- | --- |
| **What Works and What Doesn’t Work** *(e.g. distance, hours, size of company, culture, , interactions with staff/ leaders, expectations, work environment, physical requirements, etc)* | |
| What Works- Qualities you will be looking for in a job | What Doesn’t Work- Qualities that will not work for you in a job |
|  |  |

|  |  |  |  |
| --- | --- | --- | --- |
| **Possible Jobs-** What job, career, business or sectors | | | |
|  |  |  |  |
|  |  |  |  |

**Initial Plan date:**

|  |  |  |  |
| --- | --- | --- | --- |
| **My Employment Goals** | | | |
|  |  | **Industry** | **1/2025** |
| *Transitional Employment Goal* | **Position/ Occupation:** | **Choose an item** | **To be completed by (month & year):** |
| *Short-term Career Track Goal* | **Position/ Occupation:** | **Choose an item** | **To be completed by (month & year):** |
| *Long-Term Career Track Goal* | **Position/ Occupation:** | **Choose an item** | **To be completed by (month & year):** |

|  |  |
| --- | --- |
| **What skills are required to enter this career/field? Include both technical and interpersonal skills. Check the ones that you already have. Add them to your resume / application.** | **Certifications/ Licenses/Drug Testing/ Background Check Needed** |
|  |  |
|  |
|  |
|  |
|  |
|  |
|  |
|  |
|  |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Training Goals**  Mark all you will be working on | **Training Provider/ School** | **Course Name** | **To be completed by (month & year)** | **Supports which employment goal?** | **Status (planned, started, completed)** |
| **GED/HS Diploma** |  |  | Choose an item. | **Short-term** |  |
| **Long-term** |  |
| **English language skills** |  |  | Choose an item. | **Short-term** |  |
| **Long-term** |  |
| **Occupational Skills training** |  |  | Choose an item. | **Short-term** |  |
| **Long-term** |  |
| **Work Experience/ Internship** |  |  | Choose an item. | **Short-term** |  |
| **Long-term** |  |
| **Other (computer classes, etc.)** |  |  | Choose an item. | **Short-term** |  |
| **Long-term** |  |
| **Volunteer activities** |  |  | Choose an item. | **Short-term** |  |
| **Long-term** |  |

| *Needs and* [*Resources*](#_gjdgxs) | | | |
| --- | --- | --- | --- |
| **Resource from…** | **Services Provided**  **(e.g. rent assistance, transportation, resume workshop, childcare, expungement, utility, counseling, etc.)** | **Status**  receiving, need to apply, etc. | **Contact Information** |
| **APN Agency:** |  | Choose an item. |  |
|  | Choose an item. |  |
|  | Choose an item. |  |
|  | Choose an item. |  |
| **WorkSource** |  | Choose an item. |  |
|  | Choose an item. |  |
|  | Choose an item. |  |
|  | Choose an item. |  |
| **Department of Human Services (DHS)** |  | Choose an item. |  |
|  | Choose an item. |  |
|  | Choose an item. |  |
| **Other:** |  | Choose an item. |  |
|  | Choose an item. |  |
| **Other** |  | Choose an item. |  |
|  | Choose an item. |  |
|  | Choose an item. |  |
| **Other:** |  | Choose an item. |  |
|  | Choose an item. |  |
|  | Choose an item. |  |

**NEXT STEPS + ACCOMPLISHMENTS**

Example: Register with WorkSource. No appointment needed. Go Mon-Fri 8:30-3. Bring referral form, ID & SSN card.

|  |  |
| --- | --- |
| Tomorrow I will… | I achieved or accomplished… |
| Over the next week, I will… (Add due date) | Over the last week, I achieved or accomplished… |
| Over the next month, I will… (Add due date) | Over the last month, I have achieved or accomplished… |
| Over the next three months, I will… (Add due date) | Over the last three months, I have achieved or accomplished… |