

|                                       |                                        |
|---------------------------------------|----------------------------------------|
| <b>Participant Name and Pronouns:</b> | <b>Career Coach Name and Pronouns:</b> |
| <b>Job Seeker ID:</b>                 | <b>WS Liaison and Pronouns:</b>        |

| <b>Strengths (I am...)</b> | <b>Interests and Talents (I like, I enjoy, My hobbies are...)</b> | <b>Skills and Abilities (I can, I am able to...)</b> |
|----------------------------|-------------------------------------------------------------------|------------------------------------------------------|
|                            |                                                                   |                                                      |

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

| <b>Possible Jobs- What job, career, business or sectors</b> |  |  |  |
|-------------------------------------------------------------|--|--|--|
|                                                             |  |  |  |
|                                                             |  |  |  |

## Career Plan

**Initial Plan date:**

| My employment goals                     |                              |                  |                                                   |
|-----------------------------------------|------------------------------|------------------|---------------------------------------------------|
|                                         |                              | <b>Industry</b>  | <b>1/2025</b>                                     |
| <i>Transitional<br/>Employment Goal</i> | <b>Position/ Occupation:</b> | Choose an item ▾ | <b>To be completed by<br/>(month &amp; year):</b> |
| <i>Short-term Career<br/>Track Goal</i> | <b>Position/ Occupation:</b> | Choose an item ▾ | <b>To be completed by<br/>(month &amp; year):</b> |
| <i>Long-Term Career<br/>Track Goal</i>  | <b>Position/ Occupation:</b> | Choose an item ▾ | <b>To be completed by<br/>(month &amp; year):</b> |

|                                                                                                                                                                                           |                                                                           |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------|
| <b>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.</b> | <b>Certifications/ Licenses/Drug Testing/<br/>Background Check Needed</b> |
|                                                                                                                                                                                           |                                                                           |
| <input type="checkbox"/>                                                                                                                                                                  |                                                                           |
| <input type="checkbox"/>                                                                                                                                                                  |                                                                           |
| <input type="checkbox"/>                                                                                                                                                                  |                                                                           |
| <input type="checkbox"/>                                                                                                                                                                  |                                                                           |
| <input type="checkbox"/>                                                                                                                                                                  |                                                                           |

## Career Plan

|                          |  |
|--------------------------|--|
| <input type="checkbox"/> |  |
| <input type="checkbox"/> |  |
| <input type="checkbox"/> |  |
| <input type="checkbox"/> |  |

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

## Career Plan

| <i>Needs and Resources</i>                |                                                                                                                                 |                                          |                     |
|-------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------|------------------------------------------|---------------------|
| Resource from...                          | Services Provided<br>(e.g. rent assistance, transportation, resume workshop, childcare, expungement, utility, counseling, etc.) | Status<br>receiving, need to apply, etc. | Contact Information |
| <b>APN Agency:</b>                        |                                                                                                                                 | Choose an ... ▾                          |                     |
|                                           |                                                                                                                                 | Choose an ... ▾                          |                     |
|                                           |                                                                                                                                 | Choose an ... ▾                          |                     |
|                                           |                                                                                                                                 | Choose an ... ▾                          |                     |
| <b>WorkSource</b>                         |                                                                                                                                 | Choose an ... ▾                          |                     |
|                                           |                                                                                                                                 | Choose an ... ▾                          |                     |
|                                           |                                                                                                                                 | Choose an ... ▾                          |                     |
|                                           |                                                                                                                                 | Choose an ... ▾                          |                     |
| <b>Department of Human Services (DHS)</b> |                                                                                                                                 | Choose an ... ▾                          |                     |
|                                           |                                                                                                                                 | Choose an ... ▾                          |                     |
|                                           |                                                                                                                                 | Choose an ... ▾                          |                     |
| <b>Other:</b>                             |                                                                                                                                 | Choose an ... ▾                          |                     |
|                                           |                                                                                                                                 | Choose an ... ▾                          |                     |
| <b>Other</b>                              |                                                                                                                                 | Choose an ... ▾                          |                     |
|                                           |                                                                                                                                 | Choose an ... ▾                          |                     |
|                                           |                                                                                                                                 | Choose an ... ▾                          |                     |
| <b>Other:</b>                             |                                                                                                                                 | Choose an ... ▾                          |                     |

## Career Plan

| <i>Needs and Resources</i> |                                                                                                                                 |                                          |                     |
|----------------------------|---------------------------------------------------------------------------------------------------------------------------------|------------------------------------------|---------------------|
| Resource from...           | Services Provided<br>(e.g. rent assistance, transportation, resume workshop, childcare, expungement, utility, counseling, etc.) | Status<br>receiving, need to apply, etc. | Contact Information |
|                            |                                                                                                                                 | Choose an ... ▾                          |                     |
|                            |                                                                                                                                 |                                          |                     |

### 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... |

## Career Plan

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