

CAREER DEVELOPMENT GOAL:

Complete Workforce Program (e.g., The Door, Co-Op Tech)*

Complete this worksheet if the young person has enrolled an external workforce program.

REQUIRED STEPS (COMPLETE ALL)	COMPLETED?	DATE	PROGRESS NOTES
<input type="radio"/> Check-in with young person day before and/or morning of the first day	<input type="radio"/> YES <input type="radio"/> NO		
<input type="radio"/> Check-in with young person after the first day to debrief/reflect on experience	<input type="radio"/> YES <input type="radio"/> NO		
<input type="radio"/> Provide weekly emotional and persistence support	<input type="radio"/> YES <input type="radio"/> NO		
<input type="radio"/> Coach to build a relationship with the young person's "Primary Person" at that program; check in biweekly or as needed on attendance/performance	<input type="radio"/> YES <input type="radio"/> NO		

POTENTIAL STEPS (EXPLORE IF NEEDED/APPLICABLE)	COMPLETED?	DATE	PROGRESS NOTES
<input type="radio"/> Other:	<input type="radio"/> YES <input type="radio"/> NO		

***ONCE GOAL IS COMPLETED:**

- Review additional Career Development Experiences/Activities on **page 14** and relevant Career Development Goals worksheets on **pages 85-125**
- High school and college students should participate in an activity during the summer as well as during the school year, when possible.*

GOAL TRACKING		
START DATE: _____	GOAL COMPLETED	<input type="checkbox"/> GOAL CHANGED
YOUTH NAME: _____	<input type="checkbox"/> YES DATE COMPLETED: _____	DATE: _____
COACH: _____	NOTES:	NEW GOAL: _____
	<input type="checkbox"/> NO NUMBER OF WEEKS COMPLETED: _____	NOTES:
	END DATE: _____	
CERTIFICATIONS OBTAINED:		

ADDITIONAL NOTES

A large empty rectangular box for taking notes, bounded by a thin black line.