

CAREER DEVELOPMENT GOAL:

Conduct Career Exploration and Planning*

Select this goal each year for every young person who is coached, regardless of their situation.

Young people should engage in career exploration at least once a year. Refer to [Appendix H7: Progressive Career Development Programs](#).

REQUIRED STEPS (COMPLETE ALL)	COMPLETED?	DATE	PROGRESS NOTES
<input type="radio"/> Conduct at least one career exploration activity based on the young person's interests and situation (see examples and options in potential steps 1-7 below). Use coaching language!	<input type="radio"/> YES <input type="radio"/> NO		
<input type="radio"/> Based on their interests and academic situation, help the young person consider what type of career development experiences(s) they could potentially engage in this year - discuss options available to them.	<input type="radio"/> YES <input type="radio"/> NO		
<input type="radio"/> Help young person create, refine, or update their resume. <i>If they don't have a resume yet, help them create one. If they have one, help them update it each year.</i>	<input type="radio"/> YES <input type="radio"/> NO		

For more information, see [Appendix H9 Workforce Training Programs](#) and [Buffalo Futures Hub](#) and [Appendix H7: Progressive Career Development Programs](#)

POTENTIAL STEPS (SELECT AT LEAST 1)	COMPLETED?	DATE	PROGRESS NOTES
<input type="radio"/> If young person is not sure of any career paths that interest them help them explore. <i>One option is to connect young person with a Career Coach and/or use Buffalo Futures Online to explore pathways.</i>	<input type="radio"/> YES <input type="radio"/> NO		
<input type="radio"/> Participate in informational interview	<input type="radio"/> YES <input type="radio"/> NO		
<input type="radio"/> Participate in job shadowing experience	<input type="radio"/> YES <input type="radio"/> NO		
<input type="radio"/> Prepare for and attend a Career Fair/event	<input type="radio"/> YES <input type="radio"/> NO		
<input type="radio"/> Attend networking event	<input type="radio"/> YES <input type="radio"/> NO		
<input type="radio"/> Create sample cover letter	<input type="radio"/> YES <input type="radio"/> NO		
<input type="radio"/> Create or update LinkedIn profile	<input type="radio"/> YES <input type="radio"/> NO		
<input type="radio"/> Obtain working papers, if needed	<input type="radio"/> YES <input type="radio"/> NO		
<input type="radio"/> Other:	<input type="radio"/> YES <input type="radio"/> NO		

*ONCE GOAL IS COMPLETED:

- Keep repeating this goal every year, regardless of age.
- Based on the young person's interests and academic plans/schedule, assist them in selecting a [Career Development goal](#) for the year.

GOAL TRACKING

START DATE: _____

YOUTH NAME: _____

COACH: _____

☐ COMPLETED GOAL:

Select if the 3 required steps were taken.

☐ DID NOT COMPLETE

Select if 12 months passed and all 3 steps were NOT taken.

DATE: _____

☐ GOAL CHANGED

DATE: _____

NEW GOAL: _____

NOTES: _____

ADDITIONAL NOTES