

# CAREER DEVELOPMENT GOAL:

## Engage in Career Development Experience

Select this goal if the young person is interested in engaging in any type of internship, employment, job readiness program, sector-based training/vocational program, or extracurricular/leadership/community service activity.

For an overview of different types of career experiences, see [Career Development Roadmap](#) and [Appendix H7: Progressive Career Development Programs](#).

For workforce training programs, refer to [Appendix H9 Workforce Training Programs](#) and the [Buffalo Futures Hub](#).

REQUIRED STEPS (COMPLETE ALL)	COMPLETED?	DATE	PROGRESS NOTES
<input type="radio"/> Enroll in program/activity or obtain employment	<input type="radio"/> YES <input type="radio"/> NO		
<input type="radio"/> Check-in with young person before the first day to see how they are feeling, ensure they know how to get there/arrive on time, etc.**	<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 coaching and support**	<input type="radio"/> YES <input type="radio"/> NO		Enter notes into CONTACTS section

\*\*Add relevant data to next page of this worksheet

POTENTIAL STEPS (EXPLORE IF NEEDED/APPLICABLE)	COMPLETED?	DATE	PROGRESS NOTES
<input type="radio"/> Discuss different program and job options with young person	<input type="radio"/> YES <input type="radio"/> NO		
<input type="radio"/> Call program site with young person to obtain more information, if applicable	<input type="radio"/> YES <input type="radio"/> NO		
<input type="radio"/> Visit program site with young person, if applicable	<input type="radio"/> YES <input type="radio"/> NO		
<input type="radio"/> Speak with young person about the benefits and program/job expectations	<input type="radio"/> YES <input type="radio"/> NO		
<input type="radio"/> Coach to build a relationship with the young person's "Primary Person" at the program; check in on attendance/performance. **	<input type="radio"/> YES <input type="radio"/> NO		
<input type="radio"/> Other:	<input type="radio"/> YES <input type="radio"/> NO		

\*\*Add relevant data to next page of this worksheet

### \*INSTRUCTIONS FOR SELECTING THE NEXT GOAL:

- Select the next career development goal as appropriate. Young people can have multiple career development goals at any given point in time.

#### GOAL TRACKING

START DATE: \_\_\_\_\_

YOUTH NAME: \_\_\_\_\_

COACH: \_\_\_\_\_

#### ☐ COMPLETED GOAL:

DATE: \_\_\_\_\_

Select if young person completed the program, or voluntarily left their job (or was laid off)

#### ☐ DID NOT COMPLETE

Select if young person left the program for any reason or was terminated from their job

#### ☐ GOAL CHANGED

DATE: \_\_\_\_\_

NEW GOAL: \_\_\_\_\_

NOTES: \_\_\_\_\_

TYPE OF CAREER DEVELOPMENT EXPERIENCE:	
NAME OF PROGRAM OR EMPLOYER	
INDUSTRY:	
PROGRAM OR JOB START DATE:	PROGRAM OR JOB END DATE:
PROGRAM COMPLETED	EMPLOYMENT STATUS:

ADDITIONAL NOTES