

CAREER DEVELOPMENT GOAL:

Pass a civil service exam*

Select this goal if a young person is interested in taking a civil service exam.

(Encourage them to engage in another career development experience while they are studying and waiting to be selected.)

REQUIRED STEPS (COMPLETE ALL)	COMPLETED?	DATE	PROGRESS NOTES
<input type="radio"/> Discuss various options, requirements, and timeline with young person	<input type="radio"/> YES <input type="radio"/> NO		
<input type="radio"/> Apply to take an exam	<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		Enter notes into CONTACTS section
<input type="radio"/> Check-in with young person before the exam	<input type="radio"/> YES <input type="radio"/> NO		

POTENTIAL STEPS (EXPLORE IF NEEDED/APPLICABLE)	COMPLETED?	DATE	PROGRESS NOTES
<input type="radio"/> Connect young person to a tutor	<input type="radio"/> YES <input type="radio"/> NO		Date Tutoring Referral Submitted:
<input type="radio"/> Help young person create a study plan	<input type="radio"/> YES <input type="radio"/> NO		
<input type="radio"/> Other	<input type="radio"/> YES <input type="radio"/> NO		

*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: _____	<input type="checkbox"/> COMPLETED GOAL: Select if required steps were taken.	DATE: _____	<input type="checkbox"/> GOAL CHANGED
YOUTH NAME: _____	<input type="checkbox"/> DID NOT COMPLETE Select if 12 months passed and require steps were NOT taken.		DATE: _____
COACH: _____			NEW GOAL: _____
			NOTES: _____

EXAM RESULTS:

ADDITIONAL NOTES