

# CAREER DEVELOPMENT GOAL:

## Engage in an ADDITIONAL Career Development Experience

Select this goal if the young person is simultaneously engaged in more than one internship, employment, job readiness program, sector-based training/vocational program, or extracurricular/leadership/community service activity.

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 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 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 Primary Person contact dates and notes to next page of this worksheet

### \*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: \_\_\_\_\_

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

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

#### GOAL COMPLETED

☐ YES | PROGRAM NAME: \_\_\_\_\_

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

☐ NO | NUMBER OF WEEKS COMPLETED: \_\_\_\_\_

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

#### ☐ GOAL CHANGED

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

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

NOTES:

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

<b>PRIMARY PERSON NAME:</b>		
<b>JOB TITLE:</b>		<b>CONTACT INFO:</b>
<b>CONTACT DATE</b>	<b>NOTES</b>	

<b>ADDITIONAL NOTES</b>