



**Youth Empowerment for Success (YES) Program
INDIVIDUAL CAREER PLAN**



CAREER GOALS:

1. What are you planning on doing as a life-long career?
2. What career do you see yourself in five years?
3. What interests do you have to support your goal?
4. What skills do you already have that might support your goal? Example: Computer skills, i.e. MSWord.
5. What knowledge do you already have to support your goals? Example: understand the educational requirements to be an accountant.
6. What Career Pathway are you currently pursuing?

POST-SECONDARY/GRADUATION PLANS:

1. What are your plans after graduating from high school?
2. What degree or educational program do you wish to pursue?
3. What is the highest level of education you believe you will need to fulfill your career goals?

High School
Military Training
On-the-job Training
2-Year Technical College
2-Year State College
4-Year College or University
Master's Degree
Doctorate
Other (please specify)

4. Where are you planning to continue your education?
5. Have you met the requirements to begin your chosen degree or educational program?

Student Name _____

ID # _____



Youth Empowerment for Success (YES) Program WORK READINESS SELF-EVALUATION



FOUNDATION SKILL	PERFORMANCE EXPECTATIONS	Improvement Needed (1)	Inconsistent (2)	Proficient (3)	Exemplary (4)
ATTENDANCE	Understanding work expectations for attendance and adhering to them. Notifying supervisor in advance in case of absence.				
PUNCTUALITY	Understanding work expectations for punctuality. Arriving on time for work, taking and returning from breaks on time, and calling supervisor prior to being late.				
WORKPLACE APPEARANCE	Dressing appropriately for position and duties. Practicing personal hygiene appropriate for position and duties.				
TAKING INITIATIVE	Participating fully in task or project from initiation to completion. Initiating interaction with supervisor to ask questions or upon completion of tasks.				
QUALITY OF WORK	Giving best effort, evaluating own work, and utilizing feedback to improve work performance. Striving to meet quality standards.				
COMMUNICATION SKILLS	Speaking clearly and communicating effectively – verbally and non-verbally. Listening attentively. Using language appropriate for work environment.				
RESPONSE TO SUPERVISION	Accepting direction, feedback, and constructive criticism with positive attitude and using information to improve work performance.				
TEAMWORK	Relating positively with co-workers. Working productively with individuals and teams. Respecting diversity in race, gender, and culture.				
PROBLEM-SOLVING/CRITICAL-THINKING	Exercising sound reasoning and analytical thinking. Using knowledge and information from job to solve workplace problems.				
WORKPLACE CULTURE POLICY AND SAFETY	Demonstrating understanding of workplace culture and policy. Complying with health and safety rules. Exhibiting integrity and honesty.				