

**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)

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



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**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 INTIATIVE | 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. |  |  |  |  |