

Career Development Plan

First Name: _____ Middle Name: _____ Last Name: _____

Program(s): _____ Phone Number: _____

GOALS

Long Term Employment Goal: _____ Desired Wages: _____

Labor Market Information: Collected from DEED's Career and Education Explorer or other DEED Data Tools (exception: those who are undecided, fill in after career decision has been made)			
Median Wage Offer:	Projected Change in Employment:	1 Year Openings:	10 Year Openings:
Education/License/Certification Requirements:			
Skills Needed:			

Youth Short Term Goal (within first year): _____

Youth Long Term Goal: _____

BACKGROUND

Educational Experiences	Work, Volunteer, and Other Relevant Experiences

Assessment Results	
Academic Assessment Used:	Interest/Career Assessment Used:
Academic Assessment Results:	Theme Code: Top 5 Potential Occupations:

STRENGTHS AND BARRIERS

Professional Strengths, Personal Strengths, and Support Systems
Potential Barriers and Areas of Support Needed

PLAN OF ACTION

All Participants will receive Assessment, Individual Plan Development, and Career Counseling services

Steps/Short Term Goals	Targeted Completion Date	Actual Completion Date	WF1 Activity
Notes or Comments on Plan of Action			

Support Services Needed to Reach Goals (as funds allow)	
	Childcare
	Transportation
	Housing
	Other

Training Services Needed to Reach Goals (as funds allow)	
	Tuition
	Books
	Fees
	Other

RESPONSIBILITIES AND AGREEMENTS

As a participant in Workforce Development Inc.'s program(s), I understand my responsibilities are as follows:

1. Maintain regular contact with Career Planner (at least monthly)
2. Provide updates on circumstances, life events, and other relevant events which impact program participation
3. Supply additional documentation/verification as necessary. This may include but is not limited to: employment verification and other documents needed to access support services
4. Engage in Follow-Up Services upon program exit (if applicable)

Participant Signature: _____

Date: _____

As a participant engaging in **Training and Education** I understand my responsibilities also include:

1. Maintain at least a 2.0 GPA
 - a. A GPA below 2.0 may result in the discontinuation of training funding
2. Provide FAFSA/Financial Aid information each year
3. Provide grades and class schedules each term
4. Provide a copy of credential upon completion
5. Immediately alert Career Planner of any changes to academic or financial standings, changes to classes/programs, or any other changes which may impact program participation

Participant Signature: _____

Date: _____

As Workforce Development Inc. staff it is our responsibility to:

1. Maintain the highest level of confidentiality and professionalism
2. Provide clear, concise explanation for documentation needed, policies, and processes
3. Provide support and training services as funding is available, as is allowed per policy, and as appropriate
4. Provide resources, data, and information to support the career planning process and help you make informed, empowered decisions about your future
5. Follow program and grants rules, regulations and policies as provided to us by the state and federal government

Career Planner Signature: _____

Date: _____

Career Development Plan Updates, Changes, and Reviews

Steps/Short Term Goals	Targeted Completion Date	Actual Completion Date	WF1 Activity	Add'l Programs Added
Notes on overall updates/changes/reviews				

Participant Signature: _____

Date: _____

Career Planner Signature: _____

Date: _____

Steps/Short Term Goals	Targeted Completion Date	Actual Completion Date	WF1 Activity	Add'l Programs Added
Notes on overall updates/changes/reviews				

Participant Signature: _____

Date: _____

Career Planner Signature: _____

Date: _____

Steps/Short Term Goals	Targeted Completion Date	Actual Completion Date	WF1 Activity	Add'l Programs Added
Notes on overall updates/changes/reviews				

Participant Signature: _____

Date: _____

Career Planner Signature: _____

Date: _____

*Reasonable accommodations for people with disabilities provided, upon request, by calling 507.292.5152 or by using your preferred relay service.
Workforce Development, Inc. is an equal opportunity employer/program provider and a proud partner of the American Job Center Network.*