**Individual Education and Career Plan**

(Next Step 4B Students)

I have kept my advisor up to date on my job search activities:

**Required meetings:**

|  |  |
| --- | --- |
| **Date** | **Reason for Meeting** |
| 1. |  |
| 2. |  |
| 3. |  |

**Additional meetings (OPTIONAL):**

|  |  |
| --- | --- |
| **Date** | **Reason for Meeting** |
| 1. |  |
| 2. |  |
| 3. |  |
| 4. |  |
| 5. |  |

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| Part A: Job Training/Certificate Program Research and Application Preparation (research 2-3 that are interesting). | |
| **Training or Certificate Program Information** | **Yes, No, or N/A & Checked (Initial)** |
| **Program #1**   |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | | **Program Name:** | **Start Date:** | | **Next Information Session/Test Date:** | | **Application Deadline:** | | **Requirements:** | | | | | | | **Attended Info. Session on:** | | | | **Date Applied:** | | | **Contact Person Name:** | | **Contact Person Information: (Phone & Email):** | | | | |  | | | | | | | |  | | --- | |  | |  | |
| **Program #2**   |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | | **Program Name:** | **Start Date:** | | **Next Information Session/Test Date:** | | **Application Deadline:** | | **Requirements:** | | | | | | | **Attended Info. Session on:** | | | | **Date Applied:** | | | **Contact Person Name:** | | **Contact Person Information: (Phone & Email):** | | | | |  | | | | | | | |  | | --- | |  | |  | |
| **Program #3**   |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | | **Program Name:** | **Start Date:** | | **Next Information Session/Test Date:** | | **Application Deadline:** | | **Requirements:** | | | | | | | **Attended Info. Session on:** | | | | **Date Applied:** | | | **Contact Person Name:** | | **Contact Person Information: (Phone & Email):** | | | | |  | | | | | | | |  | | --- | |  | |  | |

**Backup Plan**

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| If I am not accepted by any of these programs or I do not get government financial aid, my **backup plan** is:  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | |  | | --- | |  | |  | |

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| Part B: Job Research and Application Preparation | |
| **Resume** | **Yes, No, or N/A & Checked (Initial)** |
| I have a professional resume.   * I have made very specific list of my employment history (**ALL** the companies I have worked for and jobs I have had in any country. This may have occurred at a lower level.) * I have made a very specific list of my educational history, including any college/university degrees, certificates, or professional licenses I have obtained in any country. | |  | | --- | |  | |  | |
| |  | | --- | |  | |  | |
| |  | | --- | |  | |  | |
| * I have worked with my teacher and advisor to make a very specific list of transferable skills which can help me find a job. This also includes any involvement I have in my community, my child’s school, etc. | |  | | --- | |  | |  | |
| * I have a professional email account with an easy-to-understand email address. | |  | | --- | |  | |  | |

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| **Career Field Research** | **Yes, No, or N/A & Checked (Initial)** |
| I have identified an area of career interest. If complete, list the area of career interest below:  **I am interested in** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.   * To find an area of career interest, I have taken a **career interest inventory** to give me a better idea of possible careers that fit my skills. These can be found in the SABES publication ***Integrating Career Awareness in the ABE/ESOL Classroom***, or through **MassCIS** or **O\*NET**.   When? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  **Note: Please attach the career interest inventory exercise you did to your IECP.** | |  | | --- | |  | |  | |
| |  | | --- | |  | |  | |
| I have researched at least 3 jobs online. They are:   |  |  | | --- | --- | | **Job** | **Website** | | 1. |  | | 2. |  | | 3. |  | | |  | | --- | |  | |  | |
| The requirements (necessary skills/experience) for these jobs are:  1.  2.  3. | |  | | --- | |  | |  | |
| I have requested an informational interview with someone who can better understand a job that I am interested in.  Who?\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Where?\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ When?\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | |  | | --- | |  | |  | |
| I have explored internships or volunteer work at companies which I am interested in.  Which company? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date?\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | |  | | --- | |  | |  | |
| I have attended (or plan to attend) the following job fairs or networking events:   |  |  |  | | --- | --- | --- | | **Event** | **Where** | **Date** | | 1. |  |  | | 2. |  |  | | 3. |  |  | | |  | | --- | |  | |  | |

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| **Job Applying & Interviewing** | **Yes, No, or N/A & Checked (Initial)** |
| I have a list of three people who **have agreed** to be my reference for a job.   |  |  | | --- | --- | | **Name** | **Title Contact Information (Phone & Email)** | | 1. |  | | 2. |  | | 3. |  | | \_\_\_\_\_\_\_\_\_\_\_\_  \_\_\_\_\_\_\_\_\_\_\_\_ |
| I have set up a **professional-sounding** voice mail message on **my cell phone** or **home phone**. | |  | | --- | |  | |  | |
| I have had **at least one practice interview** for jobs that I am interested in.  Date(s) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ With Whom?\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | |  | | --- | |  | |  | |
| I plan to apply for the following jobs by the following dates:   |  |  | | --- | --- | | **Job** | **Date (Month/Day)** | | 1. |  | | 2. |  | | 3. |  | | 4. |  | |  |  | | |  | | --- | |  | |  | |
| I have a job interview on \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Job \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  The company’s hiring timeline for this job is:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Hired? \_\_\_\_\_\_\_\_\_\_\_\_\_ Start date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | |  | | --- | |  | |  | |
| I have a job interview on \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Job \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  The company’s hiring timeline for this job is: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Hired? \_\_\_\_\_\_\_\_\_\_\_\_\_ Start date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | |  | | --- | |  | |  | |