**SkillUp Grace with Arrow Logo.png**

**Career Development Tool**

Name of Navigator:

Name of Student:

Reporting Period:

| **Student needs assistance and/or referrals to:** | **Check if applicable** | **Intervention Plan (briefly describe Navigator interventions or referrals)** |
| --- | --- | --- |
| Develop career plan |  |  |
| Complete online career interest surveys (e.g. WOIS or MapYourCareer.org ) |  |  |
| Complete competency/strength-based assessment (e.g. Dependable Strengths) |  |  |
| Complete self-sufficiency calculator |  |  |
| Enroll in Workforce Investment Act case management/services |  |  |
| Attend an orientation to local WorkSource office |  |  |
| Develop a resume |  |  |
| Develop a cover letter |  |  |
| Complete a job application |  |  |
| Develop online job search portfolios |  |  |
| Complete mock interviews |  |  |
| Complete informational interviews |  |  |
| Attend a job fair |  |  |
| Meet/connect with a career mentor |  |  |
| Work experience through volunteering |  |  |
| Work experience through job shadows |  |  |
| Work experience through unpaid internships |  |  |
| Work experience through paid internships |  |  |
| Find part-time employment (subsidized) |  |  |
| Find part-time employment (unsubsidized) |  |  |
| Find full-time employment (subsidized) |  |  |
| Find full-time employment (unsubsidized) |  |  |
| Retain part- or full-time employment |  |  |
| Move into higher wage job |  |  |
| Other: (For example, student might need an accommodation or other types of specialized support) |  |  |

*This tool is completed by the Navigator prior to enrollment, mid-course and at the end of the quarter/semester*.