

Career Transition Readiness: Needs Assessment

(Please check one): **Entry CTR** **Exit CTR**

Date: _____

Trainee: _____

Trade: _____

Career Path: (Check One) Employment: College: Military: Advanced Training:

Job Search Skills/Readiness

(I need help with): Check all that apply:

- Finding Sources of Employment
- Conducting an Internet Job Search
- Updating My Resume
- Writing a Cover Letter
- Interviewing for a Job
- Worker's Right, Responsibilities
- Job Retention
- Working Papers (if minor)
- Social Security Card
- State ID
- Reasonable Accommodations
- Other: _____

Transitional Needs

(I need help with): Check all that apply:

- Housing
- Transportation
- Child Care
- Health Care
- Interview Attire / Work Clothing and Tools
- Food and Nutrition
- Budgeting / Money Management
- Mentoring / Assessment and counseling
- Job Retention Support
- Legal Services
- Federal Student Aid (FAFSA) for Advance Education

CTR Comments at (Entry) / (Exit) CTR Plan Documented on Case note in CIS: YES NO

Trainee Obtained Employment: YES NO Where? _____

Trainee is going to College? YES NO Where? _____

FAFSA completed: YES NO Will be completed by date: _____

Registered at Local One Stop YES NO Will be registered by date: _____

CTR Obtained trainee's most recent contact information address, telephone # and release form: YES NO

CTS TRANSITION / PLACEMENT PLAN:

CTS Plan Documented on Case note in CIS/CTS: YES NO

CTS Specialist

CTR Instructor

Trainee Signature