**High School and Beyond Action Plan**

**Obtaining Employment**

|  |  |  |
| --- | --- | --- |
| **Student:**  | **School:**  | **Graduation Year:**  |

**I am interested in the following career:**

**My Post-High School Plan(s):**

|  |
| --- |
| **🞎 Employment** 🞎 Full Time 🞎 Part Time  |

**Currently Employed:** [ ]  No [ ]  Yes If yes, where:

 (If answered no, skip to page 2)

**Job skills performed for previous or current employment:**

|  |  |  |  |
| --- | --- | --- | --- |
| [ ]  Customer Service | [ ]  Sales | [ ]  Management | [ ]  Teamwork/leadership |
| [ ]  Time Management | [ ]  Finance | [ ]  Organizational Skills | [ ]  Dependability |
| Other       |

**Opportunities for advancement at current employment (list):**

(management/supervisor, trainer, increased responsibilities, etc.)

**Qualifications for possible advancement at current employment (list):**

(additional training, post secondary education, etc.)

**Checked employer’s policies for post-secondary tuition costs:** [ ]  Yes [ ]  No

(tuition reimbursement, scholarship opportunities, etc.)

**Acquiring Employment**

List 3 employment applications that you have submitted or plan to submit:

|  |  |  |
| --- | --- | --- |
| **Company Name** | **Date Submitted** | **Follow-up Date** |
| **1.**  |  |  |
| **2.**  |  |  |
| **3.**  |  |  |

**Have you used letters of recommendation from your portfolio to assist you with acquiring employment?**  [ ]  Yes [ ]  No

**Have you notified your personal references for permission to be contacted?** [ ]  Yes [ ]  No

|  |
| --- |
| **Estimated Costs for Living Independently** |
|  | **Cost** |
| Rent |       |
| Utilities (phone, cable, water, electricity, etc.) |       |
| Food & Personal Items |       |
| Transportation |       |
| Medical Insurance |       |
| Entertainment |       |
| Savings |       |
| Other |       |
| **Total Estimated Costs** |       |

**Future Goals**

What would you like to achieve in the first year out of high school?

Where do you see yourself in five years? What is your career goal?

How has high school prepared you to achieve this goal?

Parent signature following review Date

Career & Finance Literacy Teacher/Career Center Specialist signature following review Date