PART 2 Work Experience Plan

Date: _____ Initial _____ Subsequent	**Youth:**
Staff:	**Phone:**

Information on file: ☐ Asset-based Inventory ☐ Resume ☐ Student Information Form

☐ Authorization/general release form ☐ Photo/Media release ☐ State Photo ID

Summary of Asset-Based Inventory

Interests and Preferences:	Dislikes, Issues or Concerns:

Position(s) desired:

Geographical location preferred:

Environmental Preferences:

Information on file: Part time / Full time

☐ Morning ☐ Afternoon ☐ Evening ☐ Hours not available: _____ ☐ Ideal Shift: _____

Transportation Resources:

Potential accommodations needed:

Potential Supports or Resources (e.g., benefits management, financial education):

Additional training or assessment needed/provided:

To do:	
Staff	Youth

Employers to Contact		Date Contacted	Outcome:
1.			
2.			
3.			
4.			
5.			

Placement Information			
Employer:	Start Date:	Position / Duties	Shift/Schedule