
Appendix 102

INFORMATION FOR PERSONAL CAREER DEVELOPMENT PLAN

Admissions Counselors must use the following guidance **only** to collect information for the applicant's Personal Career Development Plan. This information may be gathered concurrently during the Essential Admissions Requirements (EARs) interview process; however, the information is intended **only** to assist in providing services upon enrollment, **not** to determine eligibility.

Responses should be recorded in OASIS.

A. APPLICANT HISTORY

1. Describe applicant's past education and training experience.
2. If applicable, describe any prior Job Corps history.
3. If applicable, describe reason for not completing prior education and/or training.
4. Describe applicant's employment history.
5. Explain reason for pursuing further training.

B. GOALS

1. Short-term goals (*What does applicant plan to accomplish during Job Corps enrollment?*)
2. Long-term goals (*What are the applicant's career, educational, career technical training, and personal plans subsequent to Job Corps enrollment?*)
3. Action plan for accomplishing these goals, including target dates (*Discuss with the applicant short- and long-term goals and establish realistic target dates for completion.*)

C. NEEDS

1. Discuss recommended length of stay to receive the maximum benefit from the program. Record and summarize applicant's responses to discussion of planned duration of training.
2. Does applicant have an interest in a specific career technical training area?
Yes/No If yes, please explain.
List choices, if no. Summarize results of career technical training choices discussion.
3. Does applicant have a valid driver's license? Yes/No
If no, which of the following applies: Never Issued/Suspended/Revoked.
Does applicant need to obtain a driver's license to qualify for the trade the applicant is interested in?
4. If required, is the admitted applicant willing and able to relocate for advanced training or placement? Yes/No
5. Discuss career technical training choices and correlation with labor market information. Summarize discussion of need and willingness to relocate for advanced training and quality placement.