

## College and Career Readiness Checklist

| Steps 1-4 required for completion of high school diploma<br>Steps 1-5 required for completion of Workforce Readiness Certificate                  |      |             |       |
|---|------|-------------|-------|
| Name:   |      | Start Date: |       |
| 1. Orientation and Enrollment   | Date | Initial     | Notes |
| Confirm high school diploma and/or learning folio   |      |             |       |
| Overview of living folio and life experience  |      |             |       |
| Overview of work opportunities and working folio  |      |             |       |
| 2. Career Assessment  |      |             |       |
| Barriers to Employment Success (BESI)   |      |             |       |
| Career Decision Maker (CDM)   |      |             |       |
| Job Attitude Success Inventory (JASI)   |      |             |       |
| Workforce Readiness Assessment (diagnostic and goals)   |      |             |       |
| Comprehensive Adult Student Assessment System (CASAS)<br>Reading and Math, Strategic Instructional Model (SIMS) Sentence<br>and Paragraph Writing |      |             |       |
| O*NET Online/CHOICES if internet is not available   |      |             |       |
| 3. Pre-Employment Skills  |      |             |       |
| Resume – at least 2 reviewed drafts   |      |             |       |
| Completed cover letter  |      |             |       |
| At least three letters of work references   |      |             |       |
| Plan for accessing digital copies post release (email)  |      |             |       |
| Participated in (2) mock interviews with feedback must include<br>elevator speech   |      |             |       |
| Completed (2) sample job applications (paper/electronic)  |      |             |       |
| Developed Post-Completion job search and/or post-secondary plan   |      |             |       |
| 4. Transition Skills  |      |             |       |
| Develop a plan for securing forms of ID   |      |             |       |
| Completion of financial management coursework   |      |             |       |
| Documentation of at least 10hr structured leisure activity  |      |             |       |
| Able to use technology for employment purposes  |      |             |       |
| Connect with VSAC, DOL, VR, other community resources   |      |             |       |
| 5. Application of Employment Skills   |      |             |       |
| Completed minimum 80 hrs of work-based learning over a<br>quarter   |      |             |       |
| Documented feedback from supervisor   |      |             |       |
| Workforce Readiness Assessment (diagnostic, formative,<br>summative)  |      |             |       |
| Career Ready Practice project and/or reflection   |      |             |       |
| Habits of Mind project and/or reflection  |      |             |       |