

Student Success Plan- Optional Forms

Career-Ready Skills

Listed below is an example of the skills necessary for workplace success. Use this worksheet to describe your abilities to perform skills. As you demonstrate specific skills, write a brief description in the appropriate space. Note: your school may have additional skill requirements for career readiness. Check with your teachers and school counselors before completing this worksheet.

Resources: Identifies, organizes, plans and uses resources and time effectively.

Interpersonal: Works as a team member, teaches others, serves customers, leads, negotiates and works successfully with people from diverse backgrounds.

Information: Acquires and uses information and data, organizes and maintains files, interprets and communicates, and uses computers to process information.

Systems: Understands complex interrelationships, monitors and corrects performance and improves systems.

Technology: Works with a variety of technologies and applies them to specific tasks.

Career Exploration Activities

Use this activity to record experiences that relate to your career goal or to identify those experiences you would like to have. As you write a brief description in the appropriate space, indicate whether it is a goal or an actual experience. You may include longer reports of your actual experiences separately in your Student Success Plan.

Exploration: Research, Workplace Visit with Interview, Job Shadowing, etc.

Career Mentorship

Internship/Co-Op/Pre-Apprenticeship

Community Service and Service Learning

Work Experience (paid or unpaid)

Career-Technical Education, College Credit Plus, Competency-Based Education, etc.

Postsecondary Education and Training Transitions

College Application Activities					
ACT	Composite	English	Math	Reading	Science
Date:					
Date:					
SAT	Writing: Score/%	Math: Score/%	Critical Reading: Score/%		
SAT Subject	Subject: Score:		Subject: Score:		
FAFSA PIN	Date Applied:				
FAFSA	Date Submitted:				
Postsecondary Applications					
College/Institution 1	Date Visited:	<input type="checkbox"/> Transcript Submitted	Application Deadline:		
		<input type="checkbox"/> Test Scores Submitted	Date Applied:		
		<input type="checkbox"/> FAFSA Sent			
College/Institution 2	Date Visited:	<input type="checkbox"/> Transcript Submitted	Application Deadline:		
		<input type="checkbox"/> Test Scores Submitted	Date Applied:		
		<input type="checkbox"/> FAFSA Sent			
College/Institution 3	Date Visited:	<input type="checkbox"/> Transcript Submitted	Application Deadline:		
		<input type="checkbox"/> Test Scores Submitted	Date Applied:		
		<input type="checkbox"/> FAFSA Sent			
College/Institution 1	Date Visited:	<input type="checkbox"/> Transcript Submitted	Application Deadline:		
		<input type="checkbox"/> Test Scores Submitted	Date Applied:		
		<input type="checkbox"/> FAFSA Sent			
Scholarships					
Title	Amount	Date Due	Date Applied	Renewable Yes or No	Status
Postsecondary Enrollment					
College/Institution:			<input type="checkbox"/> Deposit/Enrollment Submitted	Start Date:	

Military Transitions

Preparation for Armed Services	
Entrance Requirements	Preferred Branch
Physical Exam	<input type="checkbox"/> Date Scheduled
ASVAB	<input type="checkbox"/> Requirement Met
	Score:
Entrance Requirement:	<input type="checkbox"/> Requirement Met
Entrance Requirement:	<input type="checkbox"/> Requirement Met
Recruiter Information	
Name:	Phone:
Branch:	Email:
Name:	Phone:
Branch:	Email:

Workforce Transitions

Job Search Activities			
<input type="checkbox"/> Resume Completed		<input type="checkbox"/> Mock Interview Completed	
<input type="checkbox"/> Resume Reviewed		<input type="checkbox"/> Cover Letter Completed	
<input type="checkbox"/> Resume Revised			
Job Search Activities			
Job Title	Company	<input type="checkbox"/> Application Filed	<input type="checkbox"/> Resume and Cover Letter Sent
Job Title	Company	<input type="checkbox"/> Application Filed	<input type="checkbox"/> Resume and Cover Letter Sent
Job Title	Company	<input type="checkbox"/> Application Filed	<input type="checkbox"/> Resume and Cover Letter Sent
Job Title	Company	<input type="checkbox"/> Application Filed	<input type="checkbox"/> Resume and Cover Letter Sent
Job Title	Company	<input type="checkbox"/> Application Filed	<input type="checkbox"/> Resume and Cover Letter Sent