

## MY CAREER ACTION PLAN

Name: \_\_\_\_\_ Membership ID: \_\_\_\_\_

Career Objective: \_\_\_\_\_ Target Date: \_\_\_\_\_

Check if any Apply	My Needs Assessment / My Challenges	Available Resources	Targeted Date	Attained Date
<input type="checkbox"/>	<b>Researching the Labor Market/Career Exploration</b>	<input type="checkbox"/> Labor Market Research Webinar <input type="checkbox"/> TORQ <input type="checkbox"/> Mass CIS website <input type="checkbox"/> Career One Stop website <input type="checkbox"/> New to the Job Search: The First Steps <input type="checkbox"/> Site Insight: Which Ones to Use		
<input type="checkbox"/>	<b>Develop or Update Résumé</b>	<input type="checkbox"/> Building Your Résumé webinar <input type="checkbox"/> Knockout Résumé webinar		
<input type="checkbox"/>	<b>Interview Preparation</b>	<input type="checkbox"/> Answering the Tough Interview Questions webinar <input type="checkbox"/> Nailing the Online Interview webinar <input type="checkbox"/> Preparing for Telephone Interviews webinar <input type="checkbox"/> You Only Get One Shot <input type="checkbox"/> Preparing for Your Next Job <input type="checkbox"/> I Can Do It Skills Show and Tell		
<input type="checkbox"/>	<b>Improving Networking Skills</b>	<input type="checkbox"/> LinkedIn Unleashed webinar <input type="checkbox"/> Is Your LinkedIn Profile Strong Enough? Webinar <input type="checkbox"/> Your Personal Brand webinar <input type="checkbox"/> Finding Your Networks: Ending Your Job Search <input type="checkbox"/> Conducting a Successful Job Search: Employers' Hiring Habits		
<input type="checkbox"/>	<b>Identifying Skills/Assessments</b>	<input type="checkbox"/> Labor Market Research Webinar <input type="checkbox"/> Prove It Skills Assessments		
<input type="checkbox"/>	<b>Salary Information</b>	<input type="checkbox"/> Labor Market Research webinar <input type="checkbox"/> Earn What you are Worth webinar <input type="checkbox"/> Career One Stop website <input type="checkbox"/> Salary.com website		
<input type="checkbox"/>	<b>Cover, Thank You and Approach Letters</b>	<input type="checkbox"/> Writing Winning Cover Letters webinar		
<input type="checkbox"/>	<b>Age Related Problems/Personality Challenges</b>	<input type="checkbox"/> Crushing Stereotypes: The Power of the Mature Worker <input type="checkbox"/> Coping with Job Loss webinar <input type="checkbox"/> Emotional Intelligence and the Job Search webinar <input type="checkbox"/> Power of Positivity webinar <input type="checkbox"/> Hearing Body Language webinar <input type="checkbox"/> Strengths and Challenges of the Introvert in the Job Search		
<input type="checkbox"/>	<b>Specialized Needs</b>	<input type="checkbox"/> Meet with a Veterans Rep <input type="checkbox"/> Meet with Young Adult Staff <input type="checkbox"/> Meet with Disability Navigator/Ticket To Work <input type="checkbox"/> Referral to Lowell Adult Education, MRC, DTA, SCEP		
<input type="checkbox"/>	<b>Explore Training Options</b>	<input type="checkbox"/> Meet with a Career Advisor <input type="checkbox"/> Inquire about eligibility for TAA and/or Section 30/TOPS application		

I have been assisted in developing the Career Action Plan, and I agree with the goals and actions selected. I agree to the level of cooperation and participation needed for me to complete this plan. I am able, available and actively seeking employment. I have been informed about the Training Opportunity Program (Section 30) and understand that I must apply for the Training Opportunity Program (Section 30) by the 20<sup>th</sup> payable week of my unemployment insurance payments to be eligible for Section 30 unemployment benefits.

Customer Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Staff: \_\_\_\_\_