

Career Visions Workforce Preparation Portfolio

Name _____

School _____

| Portfolio Component | Completed (X) | Date | Comments |
|---------------------------------------|---------------|------|----------|
| Section 1 | | | |
| Program Referral | | | |
| Interest Inventory (choose one): | | | |
| Data Wizard | | | |
| OSCAR | | | |
| Transition Planning Profile | | | |
| Program Expectations | | | |
| Section 2 | | | |
| Email Account | | | |
| Job Hunting | | | |
| Section 3 | | | |
| Employment Applications (Data Wizard) | | | |
| Resume (Data Wizard) | | | |
| Cover Letter (Data Wizard) | | | |
| Section 4 | | | |
| Interviewing | | | |
| Thank You Letter (Data Wizard) | | | |
| Section 5 | | | |
| OJT Contract | | | |
| I-9 Verification | | | |
| Workplace Harassment | | | |
| Job Safety | | | |
| Conflict Resolution At Work | | | |
| Resignation Letter (Data Wizard) | | | |
| References | | | |