

Recommended Milestones for Tracking in Workforce

Career Planning

1. Basic Skills Survey
2. Career Finder
3. Cover Letter Creator
4. General Workplace Skills
5. Job Interview Practice
6. Job Interviews
7. Job Search Activities
8. Job Shadowing Experiences
9. Learning Styles Inventory
10. Personal Management Style
11. Personal Values and Priorities
12. Resume
13. Saved Careers
14. Transferable Skills Checklist
15. Work Experiences
16. Work Values Sorter

Your Portfolio

17. Goals into Action
18. Networking