



Individual Youth Progress Report

Job Seeking Skills

Name:	Date:
--------------	--------------

Competency	Staff Report	Youth Report
Identifies, secures, understands, and completes all documentation needed to gain employment.	Category	Category
Develops and completes a resume and cover letter.	Category	Category
Completes a job application.	Category	Category
Demonstrates mastery of interview skills.	Category	Category
Conduct a job search.	Category	Category
Develop a follow up communication strategy.	Category	Category

Staff Notes:	
---------------------	--

Youth Notes:	
---------------------	--