

## Employment Counseling Action Plan

<b>Action Plan For:</b>				<b>Today's Date:</b>
	<b>Action Item:</b>	<b>Due Date:</b>	<b>Resources:</b>	<b>Progress:</b>
<input type="checkbox"/>	<b>Prepare or revise resume</b>			
<input type="checkbox"/>	<b>Prepare sample cover letters</b>			
<input type="checkbox"/>	<b>Register with several staffing agencies</b>			
<input type="checkbox"/>	<b>Seek out employment opportunities</b>			
<input type="checkbox"/>	<b>Practice interviewing techniques</b>			
<input type="checkbox"/>	<b>Review internal and external job opportunities</b>			
<input type="checkbox"/>	<b>Contact employers directly to inquire about employment opportunities</b>			
<input type="checkbox"/>	<b>Seek opportunities to enhance skills (additional training)</b>			
<input type="checkbox"/>	<b>Conduct self-directed assessment to explore interests and skills</b>			
<input type="checkbox"/>	<b>Attend group workshops</b>			
<input type="checkbox"/>	<b>Develop a list of personal and professional contacts</b>			
<input type="checkbox"/>	<b>Get approval from your professional references to use their contact information with employers</b>			

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<input type="checkbox"/>	<b>Make plans to submit paper work or speak with a counselor about unemployment insurance</b>			
<input type="checkbox"/>	<b>Prepare sample thank you letters</b>			
<input type="checkbox"/>	<b>Follow up with positions applied for, but have not yet heard regarding a decision</b>			
<input type="checkbox"/>	<b>Other:</b>			
<input type="checkbox"/>	<b>Other:</b>			
<input type="checkbox"/>	<b>Other:</b>			
	<b>Follow-Up #1:</b>			
	<b>Follow-Up #2:</b>			
	<b>Follow-Up #3:</b>			
	<b>Follow-Up #4:</b>			