



Career Plan

In order to assist you in meeting your career goals, please complete **all** sections.

If you are changing occupations, **also** complete two (2) informational interviews, using the enclosed guidelines and forms.

1. Basic Information

Name: _____

Home Phone: _____ Cell Phone: _____

How many miles are you willing to travel to work or to school? _____

Do you have transportation? Yes _____ No _____

If no transportation, how will you get to work or school? _____

Do you have any barriers that may make it difficult for you to enter employment or complete training?

Yes _____ No _____

If Yes, please explain below:

2. Labor Market Research

The goal of the WIA program is to assist you in finding employment that will make you financially independent. It is your responsibility to research occupations that may be a match for you. Complete the following information. Here are a few sites that may help:

1. www.bls.gov/oco
2. www.illinoisworknet.com
3. www.workforceinfo.state.il.us
4. www.careeronestop.com

What type of career are you interested in pursuing?

Average beginning salary for this position:

List some of the job duties:

Outlook for this career:

Physical demands:

Possible places of employment (general):

What type of training, if any, is needed for you to qualify for this career:

What skills do you currently have that fit this occupation?

List below the source(s) for the information you provided:

3. Labor Market Research, Part II – Speak to an Expert

Along with other research, find three employment advertisements either in a newspaper such as the Chicago Tribune or Northwest Herald – or online – that may be hiring in your career choice. **Please attach copies of the advertisement and/or internet listing** to your Career Plan.

4. Training Program Information

If the career choice you are interested in requires training, complete the following information:

School/training provider you are interested in:

Name of program:

Cost of program (including books, supplies, licensure, certification):

Length of program:

Can you meet your living expenses on the projected wage of your chosen field?

Can you meet living expenses while in school? Explain below:

5. Statement (for those requesting assistance with funds)

Please state briefly your reasons for requesting training assistance for this career, why you have chosen this training program, and how it will increase or replace your earning potential:

I understand that by submitting this proposal that I am in no way guaranteed or entitled to financial assistance from McHenry County Workforce Network.

Signature of Customer

Date of Submission

Signature of Career/Training Specialist