



kkirtley@aspyre2be.com

kimberleykirtley@gmail.com

Call or text: 270-231-7819

PRE-ETS REFERRAL COMPONENT DETAILS

Recommended components and details for:

_____ (student)

<p>JOB EXPLORATION COUNSELING</p> <p>___ Self-Assessments, discovering personal strengths</p> <p>___ Discovering realistic and personal job interests</p> <p>___ Assessing job market</p> <p>___ Training tools for job search</p> <p>___ How to find the right job</p> <p>___ Business Tours</p> <p>___ Guest speakers, including employees/managers</p> <p>___ Volunteering</p> <p>___ How to apply for a job</p> <p>___ Other: _____</p>	<p>WORK-BASED LEARNING EXPERIENCES</p> <p>___ Business Tours</p> <p>___ Job Shadowing</p> <p>___ Volunteering</p> <p>___ Informational interviews with employers</p> <p>___ Summer integrated program</p> <p>___ Other: _____</p>
<p>POST-SECONDARY COUNSELING</p> <p>___ Importance of maintaining good grades</p> <p>___ Information on local resources</p> <p>___ College research, admissions and visits</p> <p>___ Research on various careers and interests</p> <p>___ Choices</p> <p>___ Guest speaker from local colleges/trade schools</p> <p>___ FAFSA, Financial Aid</p> <p>___ Scholarship opportunities</p> <p>___ GRADD and possible scholarship opportunities</p> <p>___ Expectations of college professors</p> <p>___ Study tips/techniques to help students prepare for college classroom</p> <p>___ How to access available tutoring services at college</p> <p>___ Organizational tools to assist with scheduling, breaking down tasks in the college classroom</p> <p>___ Other: _____</p>	<p>WORKPLACE READINESS TRAINING</p> <p>___ Information on local resources</p> <p>___ Respectful positive attitudes</p> <p>___ Social Skills</p> <p>___ Communication</p> <p>___ Time management -Punctuality</p> <p>___ Dependability-Longevity</p> <p>___ Critical thinking</p> <p>___ Problem solving</p> <p>___ Organizational skills</p> <p>___ Leadership skill</p> <p>___ Chain of Command</p> <p>___ Acceptable and unacceptable behaviors in the workplace</p> <p>___ Technology</p> <p>___ How to obtain a picture ID</p> <p>___ Completing a job application</p> <p>___ Resume building skills - References</p> <p>___ Interview Skills - Dress for success</p> <p>___ Follow up phone calls and phone etiquette</p> <p>___ Other: _____</p>
<p>SELF ADVOCACY INSTRUCTION</p> <p>___ Information and resources</p> <p>___ Making realistic obtainable decisions for the future</p> <p>___ Self-Advocacy instruction</p> <p>___ Speaking up for selves and making own decisions</p> <p>___ Self-Determination</p> <p>___ Self-confidence and esteem</p> <p>___ Advocating by knowing rights and responsibilities</p> <p>___ Learning together information on personal interests and friendships</p> <p>___ Problem solving, listening, learning to stay focused and reaching out for help</p> <p>___ Other: _____</p>	

Notes: _____