

PROGRAM NAME

Date of Intake	
Interviewer	

Career Pathways		FY2017		Nebraska Adult Education	
Last Name		First Name		MI	Date of Birth
Current Address		City		State	Zip Code
Email		Mobile Phone Number		Alternate Contact Number	
High School Diploma / GED	Last Grade Completed	Reason for Withdrawing from School		Previous College Experience	Program of Study / Degree
Previous Attempt at GED	Favorite Subjects		Difficult Subjects		Plans After GED
STUDENT'S DREAM JOB		Something Student Wants to do in Lifetime		College Plans	Degree / Certificate Plan
Current Employment	If Yes, Current Position	If No, Seeking Employment	Reason for not Seeking Employment		New Job or Advancement
If, Yes, What Type of Employment / Position		Reason for Enrolling In Adult Education		AE Enrollment Goals	
Barriers Preventing Student from Completing Program		Willingness To Complete Employability Skills Training			If No, Reason

Ask questions appropriate for student / situation. Order of questions to be determined by interviewer.

Initial Goals	
What are your long-term goals?	
What are your short-term goals?	
What do you need or need to do to accomplish these goals?	
What barriers could prevent you from accomplishing these goals?	
What is your level of commitment to achieving your goals?	

Be sure to include short-term and long-term initial goals for each student.

ONET Career Interest Inventory	
Realistic	
Investigative	
Artistic	
Social	
Enterprising	
Conventional	

Learning Styles Checklist	
Verbal Linguistic	
Logical Mathematical	
Visual Spatial	
Kinesthetic	
Musical	
Interpersonal	
Intrapersonal	

Dream Job
Career Path



Transition Plan			
College or Training Program		Location	
Program of Study		Degree or Certificate	
Employment Position		Employer	
Employer Address		Employer Contact	
Other Training		Referral Agency	
Needs		Barriers	

Employability Skills Completion Checklist

COMMUNICATION SKILLS		DATE STARTED	DATE COMPLETED	Instructor
Non-Verbal Communication				
Verbal Communication				
Written Communication				
Additional Training	Type of Training			
TIME MANAGEMENT		DATE STARTED	DATE COMPLETED	Instructor
Effective Use of Time				
Scheduling				
Additional Training	Type of Training			
COMPUTER SKILLS		DATE STARTED	DATE COMPLETED	Instructor
Basic Skills				
Keyboarding				
Additional Training	Type of Training			
PROBLEM SOLVING SKILLS		DATE STARTED	DATE COMPLETED	Instructor
Workplace Relationships				
Personal Conflict				
Additional Training	Type of Training			
JOB APPLICATIONS & RESUME		DATE STARTED	DATE COMPLETED	Instructor
Personal Information Profile				
Job Applications				
Sample Application				
Resume Preparation				
Additional Training	Type of Training			
PERSONAL APPEARANCE		DATE STARTED	DATE COMPLETED	Instructor
Dress for Success				
Additional Training	Type of Training			
FINANCIAL RESPONSIBILITY		DATE STARTED	DATE COMPLETED	Instructor
Basic Money Management				
Additional Training	Type of Training			