

DAKOTA/SCOTT COUNTY DISLOCATED WORKER PROGRAM  
PROGRAM PLANNING WORKSHEET

NAME: \_\_\_\_\_ DATE: \_\_\_\_\_

1. JOB SEARCH GOAL:

\_\_\_ FULL-TIME EMPLOYMENT IN CURRENT OCCUPATION    SPECIFY \_\_\_\_\_

\_\_\_ FULL-TIME EMPLOYMENT IN NEW CAREER FIELD    SPECIFY \_\_\_\_\_

\_\_\_ OTHER (EXPLAIN): \_\_\_\_\_

2. DO YOU HAVE A COMPLETE AND CURRENT RESUME?    YES \_\_\_ NO \_\_\_

IF NO, PLEASE EXPLAIN: \_\_\_\_\_

3. ARE YOU CURRENTLY PART OF A JOB SEARCH NETWORKING GROUP?    YES \_\_\_ NO \_\_\_

4. ARE YOU UTILIZING AN ONLINE NETWORKING WEBSITE (IE: LINKEDIN)?    YES \_\_\_ NO \_\_\_

5. WHICH OF THE FOLLOWING MINNESOTA WORKFORCE CENTER JOB SEARCH WORKSHOPS/CLASSES HAVE YOU ATTENDED?

- |                                 |                            |                                   |
|---------------------------------|----------------------------|-----------------------------------|
| ___ Career Exploration          | ___ Creative Job Search    | ___ Career Success Essentials     |
| ___ CareerX                     | ___ Interview Practice     | ___ It's Not Working              |
| ___ Job Interviewing Strategies | ___ Job Search Over 40     | ___ LinkedIn Demonstration        |
| ___ Mock Interviews             | ___ Networking Job Clubs   | ___ New Leaf for Former Offenders |
| ___ Simply Good Eating          | ___ Skills Identification  | ___ Ten Minute Resume Review      |
| ___ Financial Fitness/Literacy  | ___ Online Job Search      | ___ Microsoft Excel Basic         |
| ___ Microsoft Excel Formulas    | ___ Microsoft Excel Charts | ___ Microsoft PowerPoint          |
| ___ Microsoft Word Basic        | ___ MS Word Formatting     | ___ Microsoft Word Mail Merge     |

6. PLEASE RATE YOUR SKILLS FOR THE FOLLOWING COMPUTER APPLICATIONS/TOOLS:

1 = EXCELLENT    2 = GOOD    3 = FAIR    4 = HAVE NOT USED

- |                         |                           |                    |
|-------------------------|---------------------------|--------------------|
| ___ ONLINE APPLICATIONS | ___ LINKEDIN (OR SIMILAR) | ___ MICROSOFT WORD |
| ___ MICROSOFT EXCEL     | ___ POWERPOINT            | ___ ACCESS         |
| ___ MINNESOTA WORKS     | ___ O*NET                 | ___ ISEEK          |

7. DO YOU HAVE ANY SPECIAL CONCERNS WITH REGARD TO YOUR JOB SEARCH?

- |                        |                      |                  |
|------------------------|----------------------|------------------|
| ___ Education/Training | ___ Health           | ___ Housing      |
| ___ Transportation     | ___ Wage Replacement | ___ Other: _____ |
| ___ Financial/Credit   | ___ Work History     |                  |

8. DOES YOUR OCCUPATIONAL GOAL REQUIRE AN UPGRADE OF YOUR CURRENT SKILLS?

(Examples include; computer, math, reading, communication, customer service)

IF YES, PLEASE PROVIDE A BRIEF EXPLANATION INCLUDING SPECIFIC TRAINING REQUIRED:

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9. DOES YOUR OCCUPATIONAL GOAL REQUIRE A SPECIFIC CERTIFICATION OR LICENSE (NEW OR RENEWAL)?

(Examples include; Nursing Assistant, Class A/B License, PMP, SHRM, CCNA, Network+, Series 6 or 7, Six Sigma)

IF YES, PLEASE PROVIDE A BRIEF EXPLANATION INCLUDING SPECIFIC TRAINING REQUIRED:

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10. DOES YOUR OCCUPATIONAL GOAL REQUIRE A SPECIFIC CREDENTIAL?

(Examples include GED, DIPLOMA, AA, AAS, BA, BS)

IF YES, PLEASE PROVIDE A BRIEF EXPLANATION INCLUDING SPECIFIC TRAINING REQUIRED:

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11. DOES YOUR OCCUPATIONAL GOAL REQUIRE TRAINING IN A NEW CAREER FIELD?

IF YES, PLEASE ANSWER THE FOLLOWING QUESTIONS:

HAVE YOU RESEARCHED THE CURRENT JOB OUTLOOK FOR THIS OCCUPATION? YES \_\_\_ NO \_\_\_

HAVE YOU RESEARCHED WAGE INFORMATION? YES \_\_\_ NO \_\_\_

12. ARE YOU CONSIDERING SELF-EMPLOYMENT/STARTING YOUR OWN BUSINESS? YES \_\_\_ NO \_\_\_

IF YES, PLEASE PROVIDE A BRIEF EXPLANATION INCLUDING BUSINESS PLAN & TRAINING (IF ANY) REQUIRED:

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13. IF YOU ANSWERED YES TO ANY OF THE ABOVE QUESTIONS, HAVE YOU IDENTIFIED A SPECIFIC TRAINING

AND/OR TRAINING PROVIDER? YES \_\_\_ NO \_\_\_

TRAINING PROVIDER NAME: \_\_\_\_\_

NAME OF TRAINING PROGRAM/CLASS: \_\_\_\_\_

TRAINING START DATE: \_\_\_\_\_ LENGTH OF PROGRAM/CLASS: \_\_\_\_\_

COST: \_\_\_\_\_

**Applicant Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_