

TAKING STEPS TOWARD MY LONG-TERM GOALS

Name: _____

Date: _____

What is your long-term career goal? Write it in the top box. Think about steps you can take to reach your goal. Write them in the boxes.

Career Goal:

Jobs that will help me reach my goal:

FIRST DAY PAPERWORK CHECKLIST

Name: _____

Date: _____

I have packed in my briefcase or bag:

Yes

1. Documentation that shows my identity (driver's license, state ID, passport, etc.) and qualifications to work (social security card, birth certificate, etc.) to complete the government required I-9 form. ☐
2. List of references, résumé with employment history, and education details for job application (if needed) ☐
3. Insurance information, such as Social Security numbers of dependents (spouse, children) ☐
4. Bank account number and a voided check from my personal checking account to enroll in direct deposit ☐
5. Allowances and deductions for filling out IRS Form W-4 for withholding income tax ☐
6. List of emergency contacts with phone numbers and email addresses ☐
7. Questions and decisions about benefits, such as insurance plans ☐

PERSONAL SUCCESS GOALS

Name: _____

Date: _____

| Personal Success Goal: Show that I am ... | How will I accomplish my goal? | What are my challenges? | How will I beat the challenges? |
|---|-----------------------------------|-------------------------|------------------------------------|
| Dependable | | | |
| Professional | | | |
| A team player | | | |
| Trustworthy | | | |
| Doing an excellent job with each of my duties | | | |
| Able to work independently | | | |
| Willing to learn | | | |
| | | | |
| | | | |

PEARL WORKSHEET

Name: _____

Date: _____

Problem

Examination

Action(s)

Result(s)

Learning Experience

CAREER GOALS

Name: _____

Date: _____

Fill in the circles with your long-term and short-term goals.

The diagram consists of four concentric circles, each representing a different time horizon for career goals. The circles are arranged in a nested fashion, with the smallest circle at the center and the largest circle at the outer edge. Each circle is labeled with its corresponding time frame in a bold, dark red font, positioned at the top center of the circle. The labels are: "1 month" for the outermost circle, "1 year" for the second circle from the outside, "5 years" for the third circle, and "10 years" for the innermost circle. The circles are drawn with thin, dark red lines on a white background.