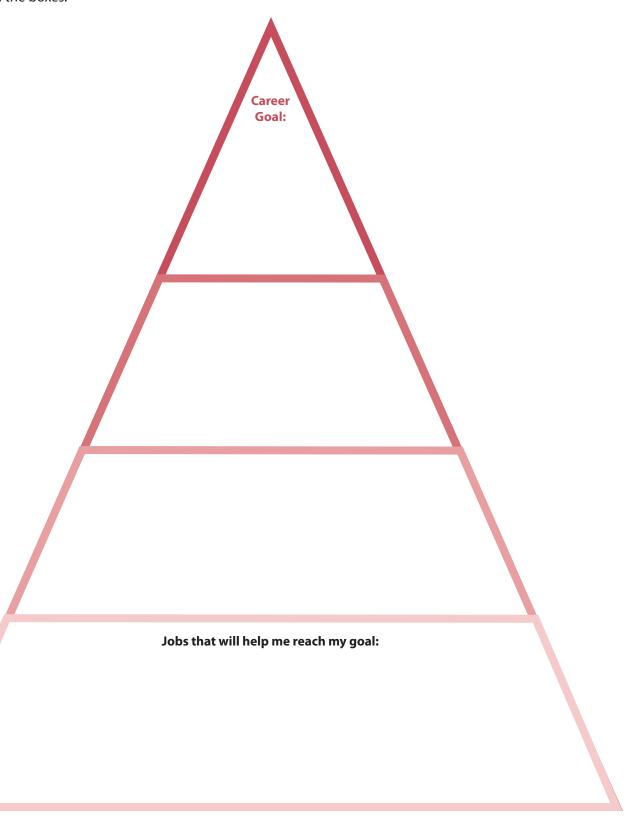
TAKING STEPS TOWARD MY LONG-TERM GOALS

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.



FIRST DAY PAPERWORK CHECKLIST

INa	ime: Date:	
l h	ave 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	
Examination	
Action(s)	
Result(s)	
Learning Experience	
acarring Experience	

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CAREER GOALS

Name:	Date:	

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

