

FFT™ Employment Counseling Service Entry
 (Required elements are underlined.)

Client Name: _____

Date: _____

Start time: _____

Duration (in minutes): _____

Staff Person: _____

Contact Location/Method: In person By phone By email By fax
 By mail By text message By social media Other

Did you reach the person you attempted to contact? Yes No

Contact with: Client Employer Service Provider Other

Story	Name of Entity	Status	Details
Education/Training Search		<input type="checkbox"/> Discussed pros/cons <input type="checkbox"/> Initiated/continued search <input type="checkbox"/> Started enrollment process – not yet officially enrolled <input type="checkbox"/> Enrolled in education/training program (create Education Record) <input type="checkbox"/> Decided not to pursue <input type="checkbox"/> Other	Number of applications submitted: _____
Employment Search		<input type="checkbox"/> Discussed pros/cons <input type="checkbox"/> Initiated/continued search <input type="checkbox"/> Obtained employment (create Employment Record) <input type="checkbox"/> Decided not to pursue <input type="checkbox"/> Other	<input type="checkbox"/> Created job search materials (e.g. resume, cover letter) <input type="checkbox"/> Completed mock interview(s) <input type="checkbox"/> Completed Individualized Employment Plan Number of job leads received: _____ Number of applications/resumes submitted: _____ Number of interviews scheduled: _____ Participant has experience in (see codes below):*

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			<hr/> <hr/> <hr/> <hr/> <p>Participant is interested in working in (<i>see codes below</i>):*</p> <hr/> <hr/> <hr/> <hr/>
Exam		<input type="checkbox"/> Discussed pros/cons <input type="checkbox"/> Referred to provider(s) <input type="checkbox"/> Applied (or re-applied) <input type="checkbox"/> Approved (or re-approved) <input type="checkbox"/> Registered for exam <input type="checkbox"/> Took (or retook) exam <input type="checkbox"/> Passed exam <input type="checkbox"/> Passed part of exam <input type="checkbox"/> Failed exam <input type="checkbox"/> Obtained degree/certificate/license (create Degree/Certificate/License Record) <input type="checkbox"/> Application denied <input type="checkbox"/> Decided not to pursue <input type="checkbox"/> Other	<p>Type of exam:</p> <input type="checkbox"/> GED <input type="checkbox"/> HiSet <input type="checkbox"/> TASC <input type="checkbox"/> License <input type="checkbox"/> Other degree/certificate <p>If other degree/certificate, specify:</p> <hr/>
Retention Support		<input type="checkbox"/> Discussed advancement <input type="checkbox"/> Discussed additional training <input type="checkbox"/> Explored employer benefits (select benefits) <input type="checkbox"/> Receiving workplace soft skills <input type="checkbox"/> Verified retention (create an Advancement Record) <input type="checkbox"/> Other	<p>Employer Benefits:</p> <input type="checkbox"/> General health insurance <input type="checkbox"/> Dental insurance <input type="checkbox"/> Vision insurance <input type="checkbox"/> Paid Time Off <input type="checkbox"/> Retirement <input type="checkbox"/> Other

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11-0000 Management Occupations
13-0000 Business and Financial Operations Occupations
15-0000 Computer and Mathematical Occupations
17-0000 Architecture and Engineering Occupations
19-0000 Life, Physical, and Social Science Occupations
21-0000 Community and Social Service Occupations
23-0000 Legal Occupations
25-0000 Education, Training, and Library Occupations
27-0000 Arts, Design, Entertainment, Sports, and Media Occupations
29-0000 Healthcare Practitioners and Technical Occupations
31-0000 Healthcare Support Occupations
33-0000 Protective Service Occupations

35-0000 Food Preparation and Serving Related Occupations
37-0000 Building and Grounds Cleaning and Maintenance Occupations
39-0000 Personal Care and Service Occupations
41-0000 Sales and Related Occupations
43-0000 Office and Administrative Support Occupations
45-0000 Farming, Fishing, and Forestry Occupations
47-0000 Construction and Extraction Occupations
49-0000 Installation, Maintenance, and Repair Occupations
51-0000 Production Occupations
53-0000 Transportation and Material Moving Occupations
55-0000 Military Specific Occupations

**Codes for “Participant has experience in” and “Participant is interested in working in”.*

Notes:

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