

## 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
<b>Education/Training Search</b>		<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	<b>Number of applications submitted:</b> _____
<b>Employment Search</b>		<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 <b>Number of job leads received:</b> _____ <b>Number of applications/resumes submitted:</b> _____ <b>Number of interviews scheduled:</b> _____ <b>Participant has experience in (see codes below):*</b> _____ _____



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(Required elements are underlined.)

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

- |  |   |
|--|---|
| 11-0000 Management Occupations                                     | 35-0000 Food Preparation and Serving Related Occupations          |
| 13-0000 Business and Financial Operations Occupations              | 37-0000 Building and Grounds Cleaning and Maintenance Occupations |
| 15-0000 Computer and Mathematical Occupations                      | 39-0000 Personal Care and Service Occupations                     |
| 17-0000 Architecture and Engineering Occupations                   | 41-0000 Sales and Related Occupations                             |
| 19-0000 Life, Physical, and Social Science Occupations             | 43-0000 Office and Administrative Support Occupations             |
| 21-0000 Community and Social Service Occupations                   | 45-0000 Farming, Fishing, and Forestry Occupations                |
| 23-0000 Legal Occupations  | 47-0000 Construction and Extraction Occupations                   |
| 25-0000 Education, Training, and Library Occupations               | 49-0000 Installation, Maintenance, and Repair Occupations         |
| 27-0000 Arts, Design, Entertainment, Sports, and Media Occupations | 51-0000 Production Occupations                                    |
| 29-0000 Healthcare Practitioners and Technical Occupations         | 53-0000 Transportation and Material Moving Occupations            |
| 31-0000 Healthcare Support Occupations                             | 55-0000 Military Specific Occupations                             |
| 33-0000 Protective Service Occupations                             |   |

## Notes:

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