

**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 video conference     By social media     Other

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

**Contact with:**     Client     Employer     Service Provider     Other

**Digital Skills Training/ Navigation:**  Yes  No

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"/> <b>Created job search materials (e.g. resume, cover letter)</b> <input type="checkbox"/> <b>Completed mock interview(s)</b> <input type="checkbox"/> <b>Completed Individualized Employment Plan</b> <b>Number of job leads received:</b> _____ <b>Number of applications/resumes submitted:</b> _____ <b>Number of interviews scheduled:</b> _____

## FFT™ Employment Counseling Service Entry

(Required elements are underlined.)

			<p><b>Participant has experience in</b> <i>(see codes below):*</i></p> <hr/> <hr/> <hr/> <p><b>Participant is interested in working in</b> <i>(see codes below):*</i></p> <hr/> <hr/> <hr/>
<b>Exam</b>		<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><b>Type of exam:</b></p> <input type="checkbox"/> GED <input type="checkbox"/> HiSet <input type="checkbox"/> TASC <input type="checkbox"/> License <input type="checkbox"/> Digital Literacy <input type="checkbox"/> Other degree/certificate <p><b>If other or digital literacy, specify:</b></p> <hr/>
<b>Retention Support</b>		<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)	<p><b>Employer Benefits:</b></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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		<input type="checkbox"/> Other	
<b>Microenterprise</b>		<input type="checkbox"/> Discussed pros/cons <input type="checkbox"/> Referred to provider(s) <input type="checkbox"/> Decided not to pursue <input type="checkbox"/> Discussed additional training <input type="checkbox"/> Receiving counseling/training <input type="checkbox"/> Other	<b>Business Lifecycle:</b> <input type="checkbox"/> Concept Creation <input type="checkbox"/> Seed And Development <input type="checkbox"/> Startup <input type="checkbox"/> Growth And Establishment <input type="checkbox"/> Expansion <input type="checkbox"/> Maturity And Possible Exit

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

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

**Notes:**

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