CEJA Workforce Hubs Pre-Transition Career Assessment and Plan

## Instructions:

We recommend that grantees utilize this assessment or a similar assessment roughly 3 weeks before program completion to review and refine career goals, to discuss the steps needed to achieve these goals, and to identify transition support needs. Multiple meetings or coaching sessions may be needed to support the participant’s successful transition into an apprenticeship or job.

Note that some of the information you collect through this form must be recorded in the CEJA Reporting System. Specifically, the following information must be recorded in the CEJA Reporting System:

* Any revised career goals
* Any additional transition services they are requesting.

Though this form does not need to be uploaded in the CEJA Reporting System, you should keep it in your participant files.

**Date: Click or tap here to enter text.  
Participant Name: Click or tap here to enter text.**  
Section A. Career Interests and Goals

Let’s talk about your overall career interests and goals.

1. What have you liked learning about in this program?

Click or tap here to enter text.

1. What have you learned about yourself in this program?

Click or tap here to enter text.

1. What skills have you developed in this program?

Click or tap here to enter text.

1. What are your strengths and weaknesses?

Click or tap here to enter text.

1. What type of career are you most interested in?

Click or tap here to enter text.

1. What are you looking for in a career? (e.g., job security, good salary, benefits, variety, etc.)

Click or tap here to enter text.

1. Where do you see yourself in the next year?

Click or tap here to enter text.

1. Where do you see yourself in 5 years?

Click or tap here to enter text.

1. Are you interested in *applying for a job* in clean energy?

Yes [Proceed to Section B]

No [Proceed to next question]

1. Are you interested in *applying for an apprenticeship* in the building and construction trades?

Yes. [Proceed to Section C]

No [Proceed to next question]

1. Are you interested in *receiving additional training* in clean energy instead of applying for a job or an apprenticeship? [Describe some of the training programs that are in your area. These could include a community college program, a 4-year degree program, a certificate program, or on-the-job training.]

Yes [Proceed to Section D]

No [Proceed to next question]

1. Are you interested in applying for a job or getting training outside of clean energy, construction or the building trades?

Yes [Refer them to an Illinois workNet Center/American Jobs Center for assistance with their job search].

No [Ask them what they are interested in doing next and provide referrals as needed].

## 

## Section B: Job Placement Goals and Transition Services

[Take time to talk about the clean energy jobs that are available in your area. List the options that are available. Have them check the careers they are interested in exploring.]

|  |  |
| --- | --- |
| Carpenter | Electrician or electrician helper |
| Weatherization/ insulation installer | Roofer |
| Energy auditor | Wind energy technician |
| Construction laborer | Solar installer |
| Welder | Solar sales and design professional |
| Machinist | Operating engineer/operator |
| Plumber | Car mechanic (EV specialist) |
| Pipefitter | Other (list) |
| HVAC Installer/Technician |  |

1. Let’s spend a few minutes setting some goals that will help you get into a clean energy job. [Set goals with them and discuss the steps and services needed to achieve that goal. [Update these goals in the CEJA Reporting System under career goals. An example goal could be, “I want to get a job as a solar installer.” The steps or services to achieve this goal could include a) visit a job site and talk to a solar employee, b) update my resume, c) fill out an application, d) prepare for an interview.]

My job placement goal:

Click or tap here to enter text.

Steps or services to achieve that goal:

Click or tap here to enter text.

1. You may be interested in learning more about this career before you apply. You may also want more in-depth help developing a career plan. [Talk about the career exploration services and career planning services your organization can offer and allow them to select the transition services they would like to receive]

Vocational exploration (Job shadowing, talking to an employee in the field, visiting a worksite)

Development of an Individualized Employment Plan

Career planning (case management)

Group workforce research/workshops/job clubs

Mentorship from someone in the clean energy industry.

1. The Clean Jobs Workforce Network Program also provides services to help you apply for jobs. Here are some of the *job search activities and assistance* you can receive.

Assistance locating relevant job openings

Resume preparation

Interview preparation and setting up interviews with potential employers

1. What other support do you need to get a job?

Click or tap here to enter text.

[Enter transition services selected in the CEJA Reporting System Career Plan]

## Section B: Apprenticeship Goals and Transition Services

[Take time to talk about what an apprenticeship program is and what the general expectations and experience will be like. Describe the apprenticeship programs that are available in your area. You may use the [CEJA Grantee Map](https://dceo.illinois.gov/ceja/map.html) to identify nearby apprenticeships—check the ones that are available.]

Registered apprenticeship programs in the construction and building trades in your region may include:

* Carpenter
* Electrician
* Plumber
* Pipefitter
* Operating engineer
* Boilermaker
* Construction laborer
* Sheet metal worker
* Heat and frost insulator
* Glazier
* Teamsters
* Millwright
* Plasterer
* And many more

[Among those that are available in your area,] which apprenticeship programs are you interested in applying for? (list)

*\*Note that if they are interested in an Electrician apprenticeship program, they will need to have one-year of high school level Algebra 1 or equivalent with a grade of “C” or better.*

Let’s take some time to set a goal and think about the steps you’ll need to take to achieve this goal.   
  
[Set or refine the career goal with them and discuss the steps needed to achieve that goal. Update the goal in the CEJA Reporting System under career goals. An example goal could be, “I want to apply to an electrician apprenticeship program.” The steps to achieve this goal could include a) take a math refresher course, b) update my resume, c) find out more about the program and how to apply, d) take the entrance exam, e) prepare for an interview.]

1. My apprenticeship goal:

Click or tap here to enter text.

1. Steps to achieve this goal:

Click or tap here to enter text.

1. What skills have you developed to help you achieve this goal? [Review the apprenticeship application(s) and discuss the skills and knowledge required to enter the apprenticeship program. Explore how the skills they have learned in the pre-apprenticeship program have helped prepare them to be successful in an apprenticeship program. Discuss any additional skills that need to be developed to help them successfully enter the program?].

Click or tap here to enter text.

1. You may be interested in learning more about these apprenticeship programs or careers before you apply. You may also want more in-depth help developing a career plan. [Talk about the career exploration services and career planning services your organization can offer and allow them to select the transition services they would like to receive]

Vocational exploration (Job shadowing, talking to an employee in the field, visiting a site)

Development of an Individualized Employment Plan

Career Planning (case management)

Group Workforce Research/Workshops/Job Clubs

Mentorship from someone in the trades

1. The Clean Jobs Workforce Network Program also provides services to help you apply. Here are some of the services you could receive.

Assistance with completing an apprenticeship program application

Preparation for the application test or other application requirements (if applicable).

Application fee payment

Interview preparation

Resume preparation

[Enter transition services selected in the CEJA Reporting System Career Plan]

1. What other support do you need to apply for an apprenticeship program?

Click or tap here to enter text.

1. Sometimes apprenticeship programs start immediately and other times it may take some time. Sometimes there is a waiting list and you may have to wait a few months or up to a year. When is the soonest you could start an apprenticeship program?

Click or tap here to enter text.

1. If you can’t get into an apprenticeship program immediately, what are your plans for what you will do in the meantime?

Click or tap here to enter text.

1. Are you interested in applying for a job in the building or construction trades while you wait to get into an apprenticeship program?

Yes [Go back to Section B]

No [Discuss other options and make referrals as needed]

## Section D: Training Goals and Transition Services

[Describe some of the education or training programs related to clean energy, construction or the building trades that are offered in your area. These could include community college programs, 4-year colleges, private vocational schools, community-based workforce programs, or training offered through the CEJA Workforce Hubs.]

1. Are you interested in applying for one of these additional training programs?

Yes [Provide more information about the program]

No [Discuss what kind of training they might be interested in]

1. Let’s spend a few minutes setting some goals that will help you get into this program. [Set or refine a career goal with them and discuss the steps needed to achieve that goal. *Update the goal in the CEJA Reporting System under career goals.* An example goal could be, “I want to get into a community college wind turbine technician program.” The steps or services to achieve this goal could include a) visit a college and talk to the instructor and students, b) update my resume, c) fill out an application, d) make a plan to pay for tuition and other costs.]

My training program goal:

Click or tap here to enter text.

Steps to achieve that goal:   
Click or tap here to enter text.

1. You may be interested in learning more about this training program before you apply. You may also want more in-depth help developing a career plan. [Talk about the career exploration services and career planning services your organization can offer and allow them to select the transition services they would like to receive]

Vocational exploration (Job shadowing, talking to an employee in the field, visiting a worksite) Development of an Individualized Employment Plan

Career Planning (case management)

Group Workforce Research/Workshops/Job Clubs

Mentorship from someone in the clean energy industry.

1. The CEJA Workforce Hubs also provides services to help you apply for a training program. Here are some *post secondary prep and transition activities* that you could receive.

Exploring education options

Preparing for testing (such as SAT/ACT)

Assistance with admission applications and applying for scholarships and grants

Filling out financial aid application.

1. What other support do you need to enroll in a training program?

## Section D. Additional Services

**Wrap Around Supports**

The training program will be ending in [x weeks], but you may still need some support for a little while. Though the stipend will end when you complete the training program, you can still get support for things like transportation and childcare after the training program ends.

Wrap around supports can continue for a few months or up to a year to help you get a job/advanced training and stay in that job/training.

Let’s go over the services that we are currently providing. [Utilize the CEJA Reporting System to review and update services].

1. Which of these services should continue to support you during your job search?

Click or tap here to enter text.

1. Do you have any additional needs that you would like to address to help you succeed?

Click or tap here to enter text.

**Additional Transition Services**

Additional services may be needed to support applicants with unique needs. These services may include:

Referral to American Job Center for Employment/Placement assistance (if they are no longer interested in a career in construction or clean energy).

Unemployment Insurance Filing Information (provision of information and assistance regarding filing claims for unemployment compensation).

Referral for assistance with opening a business.

Make sure you enter these additional services in the CEJA Reporting System.

**Follow-up Services**

After participants transition into a job, apprenticeship, or training program, grantees are expected to continue to follow-up with participants to identify needs and provide support. They may offer the following services:

Individual work counseling (counseling about the workplace or apprenticeship, including resolving work-related issues, help with securing better paying job, additional career planning and counseling, etc.)

Employer contact and intervention (to resolve work-related issues or help secure better paying job)

Peer support group (to provide opportunities for training, support, and resolving issues)

Mentorship with an experienced worker (to assist with workplace issues)

Career advancement services (information about additional education or employment opportunities to secure better paying jobs.

These services should also be entered in the CEJA Reporting System.