**SNAP E & T COORDINATOR CHECKLIST**

**Workforce and/or Post-Secondary Education & Training**

**Client Name**: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **BUID #:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Basic Foundation: Required for all SNAP E&T Participants Date(s) of Completion**

◻ Complete  ***Employment Plan*** located in DHS’s Management Information System (MIS) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

◻ Complete ***Barriers to Employment Assessment*** & Discuss with client for referral purposes \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

◻ Take ***World of Work Inventory*** (WOWI) (Career Assessment) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 \*Visit Discover Arkansas- Labor Market Information <http://www.discover.arkansas.gov/>

◻ Complete ***Goal Setting Activity***  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

◻ Review ***Professionalism/Work Ethics/Employability Skills*** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 ◻\*Critical Thinking, Problem Solving, Conflict Resolution, Verbal and Written Communication, Teamwork Skills, Flexibility/Adaptability, Analytical Skills, and Strong Work Ethics

\*Refer to Division of Workforce Services- Adult Education Section (Essential Education Software Program)

**If SNAP E&T client wants to enter the Workforce Immediately: Date(s) of Completion**

◻ Create, revise, or update resume \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

◻ Complete sample job application attached \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

◻ Assist the client & schedule a job shadowing opportunity \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

◻ Introduce and/or discuss the 3 stages of an interview (Stage 2- Dress for Success) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

◻ Do Mock Interview \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

◻ Do job search \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

◻ Apply for 2 jobs minimum (List the jobs applied for and keep a record) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

◻ On the Job Training/Externship/Apprenticeship (circle one) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**\*Job Search Websites**: Arkansas Job Link, Indeed, Career Builder, Dice, Glassdoor, Idealist, LinkedIn, LinkUp, Google for Jobs

\***Other ways to look for job opportunities**: Library, newspaper, career/job fairs, networking, etc.

**If SNAP E&T client wants to go into Post-Secondary Education & Training: Date(s) of Completion**

◻ Do you have your high school diploma? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

◻ Enroll in Adult Education to earn GED or improve basic skills \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

◻ Explore 2-3 career fields or occupations of interest or suggested from WOWI \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

◻ Research 2-3 colleges, universities, or career schools of interest to explore Program of Study \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

◻ Connect with TRIO Services \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

◻ Complete Free Application for Federal Student Aid (FAFSA) application \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \*<https://studentaid.ed.gov/sa/fafsa>

◻ Complete admissions application \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

◻ Tour College, university, and/or tour/visit training site (When Available); Virtual Tour \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

◻ Contact DHS to help pay tuition cost of SNAP E&T client \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Colleges, Universities, and Career Schools Resources**:

**Arkansas Community Colleges:** [**https://www.arkansascc.org/about-acc**](https://www.arkansascc.org/about-acc)

**Arkansas Division of Higher Education:** [**https://www.adhe.edu/**](https://www.adhe.edu/)

**College Navigator:** [**https://nces.ed.gov/collegenavigator/**](https://nces.ed.gov/collegenavigator/)

**Plans to go into the Workforce & Post-Secondary Education & Training:** ◻ Complete & date all basic foundations and all the requirements for the Workforce and Post-Secondary Education & Training