

Employment Action Plan Worksheet

Name: _____

Date: _____

To be completed by client and A&FRC staff member:

STEP 3: Assist customer in developing an action plan.

- Schedule a skills development workshop(s)
- Schedule a resume review
- Set up an information interview
- Follow-up on employment applications

Action Plans	Expected Completion Date
Notes:	

To be completed by customer:

Action Steps Taken	Date Completed
Notes:	