

Portfolio Content Checklist

Program Affiliation Type(s): ☐ Academics ☐ Job Skills Training ☐ Work Related Services

Note: Items indicated with "*" appear in multiple affiliation types.

Core Information Required for All Affiliation Types	
Documents	Check <input checked="" type="checkbox"/>
Vital Records Document	
Employability Soft Skills Checklist	
Honors, Awards or Notable Accomplishments	
High Priority Occupation List for County of Residence	
Basic and/or Advanced Industry Certificates or Certifications	
Resume and Cover Letter	
Reference List	
Additional Information Required for Academic Affiliates	
Documents	Check <input checked="" type="checkbox"/>
Post-Secondary Schools of Interest List and Information	
Additional Information Required for Job Skills Affiliates	
Documents	Check <input checked="" type="checkbox"/>
Vocational and/or Programs of Study Competency List	
Additional Industry Certificates or Certifications	
* Job Search/Resume Submission Log	
* Job Application (paper copy)	
* W4 and I-9 forms (examples if not completed by youth)	
Additional Information Required for Work Related Services Affiliates	
Documents	Check <input checked="" type="checkbox"/>
Career Interest Assessment Results	
Work-Skills Assessment Results	
Personal Goals	
* Job Search/Resume Submission Log	
* W4 and I-9 forms (examples if not completed by youth)	
* Job Application (paper copy)	
Mock Interview Evaluation Results	
Work Permit (examples if not completed by youth)	
Employee Handbook (Review or explanation of purpose)	
Keeping Your Job	
Employee Performance Evaluation	
How to Change Jobs	

Signatures acknowledge distribution and receipt of the discharge portfolio.

Affiliate Staff Member: _____

Date: _____

Youth: _____

Date: _____