

Welcome to



Your **PASSPORT** to Career Success



Prepare for your journey by reviewing your Passport [instructions](#).



Spokane Area
Workforce Development Council

Produced by the Spokane Area Workforce Development Council



Your **PASSPORT** to Career Success



Plan Your **ADVENTURE**

- Explore careers and create a plan
- Learn how to compete in tomorrow's workforce
- Complete the mentorship Q & A with an adult or professional of your choosing

Learn the **LANGUAGE**

- Research the local labor market
- Explore local businesses and complete a business profile
- Watch videos and learn about specific occupations
- Complete practice exams for postsecondary programs
- Attend an industry-specific seminar, training, or conference; or attend a virtual or in-person career fair



Prepare Your **TRAVEL TOOLS**

- Complete a master application
- Complete your FAFSA
- Attend a budgeting workshop and learn how to manage your finances
- Learn what networking can do for your career
- Create a LinkedIn profile

TAKE OFF!



- Revisit your career plan and identify pathway
- Create a **résumé**
- Get ready** to job search
- Start applying for **jobs**



Spokane Area Workforce Development Council



The SAWDC is an equal opportunity employer and provider of employment and training services. Auxiliary aids and services are available upon request to persons with disabilities. Washington Relay Service: 711

Name _____



Your Passport to Career Success

CAREER PLAN



Student Name: _____

Date of Plan: _____

Address: _____

Email: _____

Phone #: _____ **Alternate Phone #:** _____

School: _____

Assessments and Education

- HS Culminating Project Completed
Date _____
- FAFSA Completed and Filed
Date _____
- NCRC Level and Date Assessed
Date _____
- HS Diploma or GED Received
Date _____

Important Logins and Passwords for Future Reference

Career Bridge login (or another career exploration site):

Password: _____

My FAFSA pin: _____

Parent/Guardian's FAFSA pin: _____

Your Support Network

Your Support Network is made up of people who will be there for you on your journey. These are people at school, home, and career-related who you can call on with questions and any issues that arise. Please identify your school counselor, one teacher, one parent/guardian/relative, and at least one other person. Have them sign this document so they know that they are part of your Network!

School Counselor

Name: _____

Phone: _____

Email: _____

Signature: _____

Parent/Guardian/Relative

Name: _____

Phone: _____

Email: _____

Signature: _____

Teacher

Name: _____

Phone: _____

Email: _____

Signature: _____

Parent/Guardian/Relative

Name: _____

Phone: _____

Email: _____

Signature: _____



Student Name: _____

INTERESTS

What are you interested in?

- 1: _____
- 2: _____
- 3: _____
- 4: _____

APTITUDE

What are you good at?

- 1: _____
- 2: _____
- 3: _____
- 4: _____

STRENGTHS

What are a few of your top strengths?

- 1: _____
- 2: _____
- 3: _____
- 4: _____

CERTIFICATES/CREDENTIALS

List any certificates or credentials you currently have
(i.e. First Aid/CPR, OSHA 10, etc...)

- 1: _____
- 2: _____
- 3: _____
- 4: _____

Career Objectives

Keeping in mind your Interests, Aptitude, Strengths, and any Certificates/Credentials you may currently have, as well as your results on the Career Assessment you took, please list two Careers to explore.

Career #1: _____

Career #2: _____

Demand Occupations?

- Yes
- No

Go to www.workforceexplorer.com and see if your chosen careers are forecasted to be in-demand!

Budgeting and Financial Knowledge

It's important to have a bank account to be able to deposit and save your money. It's also important to keep a budget so you can track where your money is going. Use this space to check off where and when you create accounts, and when you take a financial literacy account.

Do not write personal financial information in this section!

I opened a Bank Account on _____ (date)

- Checking
- Savings

I attended Financial Literacy/Budgeting training at _____ (place) on _____ (date)

Student Name: _____

Make a Plan

For each Career you chose to explore, we're going to map out the education and training you'll need and what kind of employers you can expect to work for. Use www.careerbridge.wa.gov, www.workforceexplorer.com, or www.career-cruising.com, or your school's career exploration platform to find the information you need.

Career #1: _____

REQUIRED: High School Diploma or GED Date Achieved _____

- Apprenticeship
- Short-term training program
- 2 year AA Degree
- 4 year college or university degree
- Advanced degree (MA, PH.D, etc...)
- Other _____

Two training programs, colleges, or apprenticeships I could apply at to get the education and training I need for this career are

1. _____ Location _____ Website _____
2. _____ Location _____ Website _____

List below if there are any tests, exams, or special certificates you will need to earn before beginning work (i.e.- Nursing Assistant, Welding Certificates, Architect license, Class A CDL, etc...)

List four different employers you could work for with this education and training

1. _____
2. _____
3. _____
4. _____

Entry-level wage/salary _____ Expected salary range for career _____

Describe a day in the life of someone who works in this career _____

What opportunities for promotion and advancement are there in this career? _____

After doing this research, is this a career you may like to pursue? _____

Student Name: _____

Career #2: _____

REQUIRED: High School Diploma or GED Date Achieved _____

- Apprenticeship
- Short-term training program
- 2 year AA Degree
- 4 year college or university degree
- Advanced degree (MA, PH.D, etc...)
- Other _____

Two training programs, colleges, or apprenticeships I could apply at to get the education and training I need for this career are

1. _____ Location _____ Website _____
2. _____ Location _____ Website _____

List below if there are any tests, exams, or special certificates you will need to earn before beginning work (i.e.- Nursing Assistant, Welding Certificates, Architect license, Class A CDL, etc...)

List four different employers you could work for with this education and training

1. _____
2. _____
3. _____
4. _____

Entry-level wage/salary _____ Expected salary range for career _____

Describe a day in the life of someone who works in this career _____

What opportunities for promotion and advancement are there in this career? _____

After doing this research, is this a career you may like to pursue? _____

Student Name: _____

Community resources and supportive services

You've identified two different career ideas, mapped out what education and training is necessary to get there, and looked at a day in the life at this career. You have also identified a Support Network of your school counselor, a teacher, a parent/relative, and someone else of your choice. These people are here to help you along the way. Sometimes life gets in the way and we encounter obstacles. Use the space below to document any community resources you need and who you contacted.

A few Spokane-area resources are already in the chart below.

Resource and Services	Location	Contact Information
Next Generation Zone Youth One-Stop Employment Center	901 E 2nd, Suite 100 Spokane WA 99202	www.nextgenzone.org 509-340-7800
Frontier Behavioral Health Counseling and Mental Health Resources	131 S Division Street Spokane WA 99202	www.fbhwa.org 509-838-4428
Washington Health Plan Finder Information on health insurance and how to apply		www.wahealthplanfinder.org 1-855-923-4633

NEXT STEPS...

You've identified support partners on this journey, your interests and skills, and mapped out a few possible career options. This is just the beginning of your journey on the Passport! As you move through the different phases of the Passport, you will continue to explore your future career pathways and options. You will meet people who are here to help you on your journey, and learn more about what it will take to get started and be successful. It's ok if your plans change—that's life! Use this Passport as a tool to guide you as you explore.

Keep your plan and the Passport handy so you can check off things as you complete them. Before you know it you'll have a complete Career Portfolio ready to launch.

Sign below on the date you completed this Passport Career Plan as an acknowledgement of your dedication to setting yourself up for success in your future!

Signature

Date





Your Passport to Career Success MENTORSHIP Q&A



Student Name: _____

Name of Interviewee: _____

Employer: _____

Job Title: _____

1. As a kid, what did you want to be when you “grew up”?

2. What are the three most common adjectives that others would likely use to describe you?

3. What do you consider to be your three most valuable professional skills (e.g. time management, communication, mathematics, critical thinking, decision-making, writing, etc.)?

4. If you could solve any problem, what would it be and why?

5. What compelled you to choose your current career?

6. Do/did you have a personal and/or professional mentor? If so, then who, and how have they influenced you?

7. What would you recommend the education/training pathway be for a student looking to get in to your occupation?

8. What are your favorite things about your job?





Your Passport to Career Success

LABOR MARKET RESEARCH



Student Name: _____

Economic activity in the US is divided into 20 sectors, and each sector is comprised of dozens, or in some cases, hundreds of industries. Below is a sample of industry sectors in Spokane County. Use the table below to answer questions 1-4.

Industry Sector	Employment	Avg. Annual Wages	Total Projected Replacement Demand over 5 years	Total Growth Demand over 5 years	Avg. Projected Annual Growth Percent for next 5 years
Construction	9,589	\$46,437	986	1,108	2.2%
Manufacturing	15,206	\$52,227	1,742	-448	-0.6%
Retail Trade	25,752	\$28,898	4,013	536	0.4%
Transportation and Warehousing	7,301	\$46,541	960	8	0.0%
Information	2,994	\$54,817	358	-67	-0.5%
Finance and Insurance	9,503	\$68,666	1,126	146	0.3%
Professional, Scientific, and Technical Services	8,878	\$57,137	951	784	1.7%
Educational Services	19,218	\$41,922	2,039	768	0.8%
Health Care and Social Assistance	41,951	\$43,918	4,250	5,418	2.5%
Accommodation and Food Services	17,589	\$17,938	3,105	469	0.5%
Total Across all 20 Sectors	206,577	\$43,014	25,694	10,099	1.0%

1. What are the three largest sectors? _____
2. What are the three highest-paying sectors? _____
3. What is the lowest paying sector? _____
4. What sector is projected to grow at the fastest rate? _____



Your Passport to Career Success

LABOR MARKET RESEARCH



Student Name: _____

Below is a sample of Spokane's current 'Hot Jobs' by industry.
In each table, click the occupation title to locate information that helps answer the questions following each section.

Manufacturing

Job Title	2015 Jobs	2015-2020 Replacement Demand	2015-2020 Growth Demand	Avg Annual Growth	Avg Hourly Earning	Typical Starting Wage	Typical Entry Level Education
Machinists	567	81	16	0.6%	\$17.55	\$12.21	Post-secondary certificate
Welders, Cutters, Solderers, and Brazers	587	97	4	0.1%	\$17.93	\$14.42	Post-secondary certificate

What are three types of knowledge that are necessary to become a machinist? _____

What type of education do most welders typically receive? _____

Transportation and Warehousing

Job Title	2015 Jobs	2015-2020 Replacement Demand	2015-2020 Growth Demand	Avg Annual Growth	Avg Hourly Earning	Typical Starting Wage	Typical Entry Level Education
Heavy and Tractor Trailer Truck Drivers	2,599	239	29	0.2%	\$19.95	\$13.85	Post-secondary certificate
Bus and Truck Mechanics and Diesel Engine Specialists	421	39	18	0.8%	\$19.42	\$14.13	Post-secondary certificate

What type of license is necessary to become a truck driver? _____

What are three tasks a bus mechanic is expected to perform? _____





LABOR MARKET RESEARCH



Student Name: _____

Finance and Insurance

Job Title	2015 Jobs	2015-2020 Replacement Demand	2015-2020 Growth Demand	Avg Annual Growth	Avg Hourly Earning	Typical Starting Wage	Typical Entry Level Education
Customer Service Representative	3,999	520	185	0.9%	\$15.77	\$10.91	High school diploma or equivalent
Computer Systems Analysts	667	45	53	1.5%	\$34.90	\$27.12	Bachelor's degree

What are the three most important work activities associated with working as a computer systems analyst? _____

What occupations are related to customer service representatives? _____

Professional, Scientific, and Technical

Job Title	2015 Jobs	2015-2020 Replacement Demand	2015-2020 Growth Demand	Avg Annual Growth	Avg Hourly Earning	Typical Starting Wage	Typical Entry Level Education
Software Developers, Application	796	63	59	1.4%	\$38.08	\$22.69	Bachelor's degree
Web Developers	179	15	20	2.2%	\$31.63	\$18.80	Bachelor's Degree

What type of job training is typical to become a web developer? _____

What are two occupations related to software developers? _____





LABOR MARKET RESEARCH



Student Name: _____

Health Care

Job Title	2015 Jobs	2015-2020 Replacement Demand	2015-2020 Growth Demand	Avg Annual Growth	Avg Hourly Earning	Typical Starting Wage	Typical Entry Level Education
Nurse Practitioners	236	30	36	2.9%	\$46.59	\$37.16	Master's degree
Clinical Laboratory Technicians	422	46	44	2.0%	\$20.43	\$14.76	Associate's degree
Diagnostic Medical Sonographers	136	11	19	2.6%	\$37.50	\$29.13	Associate's degree

Where in Spokane County is training available to become a diagnostic medical sonographer? _____

Must a nurse practitioner first be a registered nurse? _____

What are three skills necessary to perform as a medical and clinical laboratory technician? _____

Source: JobsEQ2015Q1





Your Passport to Career Success BUSINESS PROFILE WORKSHEET



Student Name: _____

- Go to www.a2e.org to begin your search for Spokane businesses that fit your interest
- You will be researching 3 businesses total, 1 of which must be a local business
- You may also want to go to the business website to learn more!

Business #1 _____

1. Does this business make products or deliver services?

2. What industry does this business belong to?

3. Where is this business located? Headquartered?

4. How many employees does this business currently have?

5. Does this business have current job openings? If so, for what types of jobs?

6. Why are you interested in working for this business?

Business #2 _____

1. Does this business make products or deliver services?

2. What industry does this business belong to?

3. Where is this business located? Headquartered?

4. How many employees does this business currently have?

5. Does this business have current job openings? If so, for what types of jobs?

6. Why are you interested in working for this business?

Business #3 _____

1. Does this business make products or deliver services?

2. What industry does this business belong to?

3. Where is this business located? Headquartered?

4. How many employees does this business currently have?

5. Does this business have current job openings? If so, for what types of jobs?

6. Why are you interested in working for this business?

APPLICATION FOR EMPLOYMENT

This generic application is provided by WorkSource Washington. This form complies with federal and state laws against discrimination; however, employers using this form should check local ordinances. WorkSource Washington and Washington State Employment Security are not responsible for the misuse of information provided on this form. Provide all information requested by printing in ink or typing. Use the 'TAB' key to move through the document. When complete, save to your computer, print and sign.

GENERAL INFORMATION

Name (Last)	(First)	(Middle Initial)	Home Telephone () -
Address (Mailing Address)	(City)	(State)	(Zip) Other Telephone () -
E-Mail Address		Are you legally entitled to work in the U.S.? <input type="checkbox"/> Yes <input type="checkbox"/> No	

POSITION

Position Or Type Of Employment Desired	Will Accept: <input type="checkbox"/> Part-Time <input type="checkbox"/> Full-Time <input type="checkbox"/> Temporary	Shift: <input type="checkbox"/> Day <input type="checkbox"/> Swing <input type="checkbox"/> Graveyard <input type="checkbox"/> Rotating
Are you able to perform the essential functions of the job you are applying for, with or without reasonable accommodation? <input type="checkbox"/> Yes <input type="checkbox"/> No		
Salary Desired	Date Available	

EDUCATION AND TRAINING

High School Graduate Or General Education (GED) Test Passed? Yes No
 If no, list the highest grade completed

College, Business School, Military (Most recent first)

Name and Location	Dates Attended Month/Year	Credits Earned		Graduate	Degree & Year	Major or Subject
		Quarterly or Semester Hours	Other (Specify)			
	From			<input type="checkbox"/> Yes		
	To			<input type="checkbox"/> No		
	From			<input type="checkbox"/> Yes		
	To			<input type="checkbox"/> No		
	From			<input type="checkbox"/> Yes		
	To			<input type="checkbox"/> No		
	From			<input type="checkbox"/> Yes		
	To			<input type="checkbox"/> No		

Occupational License, Certificate or Registration	Number	Where Issued	Expiration Date
Occupational License, Certificate or Registration	Number	Where Issued	Expiration Date
Occupational License, Certificate or Registration	Number	Where Issued	Expiration Date

Languages Read, Written or Spoken Fluently Other Than English

VETERAN INFORMATION (Most recent)

Branch of Service	Date of Entry	Date of Discharge
-------------------	---------------	-------------------

SPECIAL SKILLS (List all pertinent skills and equipment that you can operate)

(Maximum 300 characters)



Your
PASSPORT to
Career Success

WORK EXPERIENCE (Most Recent First) (Include voluntary work and military experience)

Employer	Telephone Number () -	From (Month/Year)
Address		
Job Title	Number Employees Supervised	To (Month/Year)
Specific Duties (Maximum 350 characters)		Hours Per Week
		Last Salary
		Supervisor
		Reason For Leaving
Employer	Telephone Number () -	From (Month/Year)
Address		
Job Title	Number Employees Supervised	To (Month/Year)
Specific Duties (Maximum 350 characters)		Hours Per Week
		Last Salary
		Supervisor
		Reason For Leaving
Employer	Telephone Number () -	From (Month/Year)
Address		
Job Title	Number Employees Supervised	To (Month/Year)
Specific Duties (Maximum 350 characters)		Hours Per Week
		Last Salary
		Supervisor
		Reason For Leaving
Employer	Telephone Number () -	From (Month/Year)
Address		
Job Title	Number Employees Supervised	To (Month/Year)
Specific Duties (Maximum 350 characters)		Hours Per Week
		Last Salary
		Supervisor
		Reason For Leaving

I certify the information contained in this application is true, correct, and complete. I understand that, if employed, false statements reported on this application may be considered sufficient cause for dismissal.

Signature of Applicant _____ Date _____

Interviewer's Comments:

WorkSource Washington and Washington State Employment Security are equal opportunity employers and providers of employment and training services. Auxiliary aids and services are available to persons with disabilities upon request.



Your **PASSPORT** to Career Success

23 of the best job search tips you'll find anywhere....

1

The Preparation

1. Determine your job goals. What do you want to do? What do you like doing most? Take a career assessment through Career Cruising.
2. Research the jobs that interest you. Identify at least five skills required by each job.
3. Make a list of the jobs you've had. What tasks did you perform?
4. List any training you received. Did you take any special training courses, or receive on-the-job training?
5. Identify other skills. For instance, babysitters have great organizational and time management skills, can manage several tasks at once, have patience, and can work well without supervision.
6. Include experience gained in volunteer work, hobbies, or other leisure activities. For example, if you knit or build models, you may be patient, work well with your hands, and enjoy detailed work.
7. Now, match your abilities with those required by your desired job(s). List each required skill, and then write next to it the experience/skills you have which would meet that requirement. You now have a head start on speaking to employers about the job you want, or on writing a resume.
8. Develop your resume. Attend a workshop to help with this or have a professional review it if you do it on your own.

2

The Search

9. Spend a couple of hours a day on your job search – looking for work is a full-time job.
10. Networking works – it's the best way to find a job! Tell your friends and relatives you are looking for work, what you want to do, and what you can do. Ask for leads and names of contacts. You can also use social media such as LinkedIn, Facebook, etc.
11. Dress professionally and take your resume to businesses where you are interested in working. Most employers do not advertise openings they have to fill.
12. Check reputable job websites such as www.go2worksource.com.
13. Target potential employers – the companies that are likely to have the jobs you want.

3

The Application

14. Print neatly using a black pen. If copies of applications are being sent, use a blue pen to sign with, thus differentiating between the copy and original signature.
15. Answer every question. If the question does not apply to you put N/A in the space.
16. Be honest. You can lose a new job if the employer discovers you overstated your qualifications or lied on the application.
17. Be accurate. Make sure all names, addresses, and phone numbers for former employers and references are current.
18. Get permission from each of your references beforehand to use his or her name.
19. If asked for a desired pay range, write "open". If you state a pay figure, you may over price or under price yourself.

4

The Interview

20. Find out as much as you can about the company. Research them on the internet.
21. Think of possible questions your interviewer may ask and rehearse your answers beforehand. Also have a couple questions to ask them.
22. First impressions count! Don't ignore proper grooming and hygiene - if you smoke, wash your hands, etc. Dress conservatively, and show restraint in cologne and jewelry.
23. Take a notebook and pen, an extra resume, your social security card, and professional certificates/licenses. Bring work permits or work samples if applicable.



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Your Passport to Career Success

JOB APPLICATION LOG



Student Name: _____

Name of Employer	Application and Resume Submitted	Follow Up <i>(phone call)</i>	Follow Up <i>(in person)</i>	Interview Date <i>Thank you sent</i>



PASSPORT PACKAGE INSTRUCTIONS



Congratulations!

You have successfully downloaded your Passport to Success. Taking each step through the Passport is one positive step toward a journey into a rewarding career.

Saving your Passport Package

If you have not already done so, be sure to save your Passport Package PDF in a location on your computer that you have access to or onto your desktop for easy access. If you are working on your Passport through school or career center, be sure to get directions for saving your package from your teacher, counselor or director. In general, you will want to rename the package with your name.

Completing the Passport Package

LINKS

You will notice that each step in the Passport has links throughout. Some links will open up a web URL for you to interact with, while others will open a specific worksheet within the Passport Package for you to complete.

RETURN TO THE PASSPORT HOME PAGE

After completing a worksheet within the package, you can easily return to the Passport page by clicking on the Passport logo in the lower left corner of the worksheet.

CHECK OFF YOUR ACTIVITIES

Once you have completed each activity within a step, you can check off that activity by clicking on the checkbox next to it.

SAVE YOUR PROGRESS

After each activity, be sure to save your progress by choosing Save As on the File menu and saving a copy of this document to a folder on your computer.

*A note about Career Bridge - in the Passport we link to this free career exploration tool. However, feel free to use whichever platform your school has access to for this section.

Click the Passport logo to return to the Passport Home Page

