

## Assessment Milestone Report

Individual's Name: \_\_\_\_\_

Home Phone Number: \_\_\_\_\_ Cell Phone Number: \_\_\_\_\_

Contract:  ER  JP  SE

**List last three jobs:**

Employer	Job Title	Start Date	End Date	Wage	Reason for leaving

**List three educational institutions and/or training programs:**

Name of School	City, State	Years	Degree/Diploma/Certificate

IPE Vocational Goal: \_\_\_\_\_ Weekly Work Goal (hours/week): \_\_\_\_\_

**Individual's career interest expressed during assessment:**

Prospective Employer	Job(s) identified with employer

**Summary of job skills as identified in the assessment process (Examples include: soft skills, customer service skills, typing skills (minimum 35 WPM), cashier skills, welding skills, etc.):**

**Supports needed: list all – job search training, digital/electronic resume writing and/or video résumé, interview skills, transportation, housing, childcare, money management, life skills management, clothing, shoes, etc.**

**Individual's comments regarding expectations of work:**

**Summary EC observations/comments from assessment milestone:**

**For ER & JP only, submit Electronic Résumé with other required milestone documentation.**

EC Name: \_\_\_\_\_ Date: \_\_\_\_\_