

## Sample Achievement Objectives with Elements/Services

Revised 2/7/18

<b>JOB-READINESS ACTIVITIES</b>			
<b>Objective</b>	<b>Minimum Service</b>	<b>Type of Goal</b>	<b>Elements/Services</b>
Earn a ServSafe Manager Certificate	Earn ServSafe Manager Credential	Occupational	Occupational Skills Training
Earn ( <u>Other Recognized Credential</u> )	Earn ( <u>Other Recognized Credential</u> )	Occupational	Occupational Skills Training
Write a Resume Independently	Complete a Resume Template	Work Readiness	Leadership Development
Write a Resume w/Navigator	Schedule an apt. w/Navigator	Work Readiness	Labor Market & Employment Info.
Write a Cover Letter	Complete a Cover Letter Template	Work Readiness	Labor Market & Employment Info.
Update Resume Independently	Meet with Navigator	Work Readiness	Leadership Development
Update Resume w/Navigator	Meet with Navigator	Work Readiness	Labor Market & Employment Info.
Update Cover Letter	Meet with Navigator	Work Readiness	Leadership Development
Complete Mock Interview	Schedule Interview Appointment	Work Readiness	Leadership Development
Secure Volunteer Position	Research Volunteer Positions	Work Readiness	Leadership Development
Obtain Employment	Attend Job Interview	Work Readiness	Leadership Development
Complete Job Search w/Navigator for In Demand Occupations/Sectors	Meet with Navigator	Work Readiness	Labor Market & Employment Info.
Submit Employment Applications	Research Employment Opportunities	Work Readiness	Leadership Development
Follow-Up on Job Applications	Call 2 Employers	Work Readiness	Leadership Development
<b>YEP INTERNSHIP</b>			
<b>Objective</b>	<b>Minimum Service</b>	<b>Type of Goal</b>	<b>Elements/Services</b>
Explore YEP Worksites	Meet with Navigator	Work Readiness	Labor Market & Employment Info.
Complete TES Staffing Payroll Appt.	Schedule appointment	Work Readiness	Leadership Development
Complete Internship Interview	Schedule Interview	Work Readiness	Leadership Development
Complete Internship Policies & Procedures Paperwork w/Nav & Work site Supervisor	Attend Meeting	Work Readiness	Leadership Development
Attend Internship	Maintain Positive Attendance	Work Readiness	Year-Round Employment

Complete Internship *Ensure this is set prior to incentive request	Complete 90% of Internship Hours w/Positive Reports	Work Readiness	Year-Round Employment
<b>WORKSHOPS</b>			
<b>Objective</b>	<b>Minimum Service</b>	<b>Type of Goal</b>	<b>Elements/Services</b>
Complete 5-Session Workshop Series	Complete all 5 Workshops	Work Readiness	Leadership Development
Complete Job Retention Workshop	Schedule Appointment with Navigator	Work Readiness	Leadership Development
Complete CSI Modules	Complete 2 Modules	Basic	Labor Market & Employment Info.
Completed WorkKeys Training/NWRC	Submit WorkKeys Certificate	Work Readiness	Leadership Development *Edu. Offered Concurrently w/Workforce Prep – If client is active in internship
Complete Parenting Workshop	Register for Workshop	Basic	Leadership Development
<b>OCCUPATIONAL SKILLS PROGRAMS</b>			
<b>Objective</b>	<b>Minimum Service</b>	<b>Type of Goal</b>	<b>Elements/Services</b>
Enroll in Occupational Skills Program (REOC, OACES, PathStone, W-FL BOCES, etc.)	Research Registration Requirements	Occupational	Leadership Development
Attend Occupational Skills Program (REOC, OACES, PathStone, W-FL BOCES, etc.)	Maintain required attendance	Occupational	Occupational Skills Training
Enroll in Operation Transformation Rochester *MUST have youth complete CareerZone Portfolio as well	Research Registration Requirements	Basic	Education Offered Concurrently with Workforce Preparation
Enroll in the Red Cross Leadership Training	Research Registration requirements	Basic	Education Offered Concurrently with Workforce Preparation
<b>CAREER EXPLORATION</b>			
<b>Objective</b>	<b>Minimum Service</b>	<b>Type of Goal</b>	<b>Elements/Services</b>
Complete all CareerZone Modules for CareerZone Portfolio	Complete all 5 Modules	Basic	Labor Market & Employment Info. Services
Complete Career Assessment	Register for CareerZone	Basic	Labor Market & Employment Info. Services

College Tour	Register for College Tour	Basic	Transition to Postsecondary Education & Training
Complete Job Shadowing	Secure Job Shadowing Opportunity	Work Readiness	Job Shadowing
Submit College Application	Create Account with College	Basic	Transition to Postsecondary Education & Training
Complete FAFSA	Create FAFSA Account	Basic	Financial Literacy Education/ Transition to Postsecondary Education & Training
Register for College Classes	Research College Classes	Basic	Transition to Postsecondary Education & Training
<b>ACADEMIC</b>			
<b>Objective</b>	<b>Minimum Service</b>	<b>Type of Goal</b>	<b>Elements/Services</b>
Consistently Attend Tutoring Sessions	Attend 1 Session Per Week	Basic	HS Diploma = Tutoring, Study Skills Training & Instruction* HSE = Alternative Secondary School Services*
Enroll in Certified TASC Class <b>(OACES ONLY)</b>	Research TASC Programs	Basic	Alternative Secondary School Services*
Consistently Attend Certified TASC classes <b>(OACES ONLY)</b>	Attain Attendance Requirement	Basic	Alternative Secondary School Services*
Enroll in Community TASC Preparation Program (REOC, NDLC, etc.)	Research Community TASC Preparation Programs	Basic	Alternative Secondary School Services*
Consistently Attend TASC Preparation Program (REOC, NDLC, etc.)	Attain Attendance Requirement	Basic	Alternative Secondary School Services*
<b>TESTING</b>			
<b>Objective</b>	<b>Minimum Service</b>	<b>Type of Goal</b>	<b>Elements/Services</b>
Obtain Pre-TABE Scores	Provide Scores	Basic	Intake & Eligibility Determination
Increase an EFL on the Post-TABE Test	Complete Post-TABE Test	Basic	Objective Assessment
Complete TASC Readiness Assessment	Complete Test	Basic	Objective Assessment
Complete TASC Test *If tied to a gift card incentive use "Earn TASC Certificate"	Register for Test *Submit TASC Certificate	Basic *Basic	Objective Assessment
Complete AccuPlacer Test	Register for AccuPlacer Test	Basic	Objective Assessment

\*If academic service occurs while client is active in YEP internship, please set Element/Service as " Education Concurrent w/Workforce Preparation.

<b>ADULT MENTORING</b>			
<b>Objective</b>	<b>Minimum Service</b>	<b>Type of Goal</b>	<b>Elements/Services</b>
Obtain Adult Mentoring Through TAPSS/BHC/Baby Love Program	Actively Engage in Program	Basic	Adult Mentoring
Enroll in Mentoring Program	Schedule appointment with (Agency Name)	Basic	Adult Mentoring
<b>SUPPORTIVE SERVICES</b>			
<b>Objective</b>	<b>Minimum Service</b>	<b>Type of Goal</b>	<b>Elements/Services</b>
Obtain Professional Outfit	Schedule an Appointment with Navigator to go Shopping	Work Readiness	Supportive Services, Other
Obtain Work Uniform	Schedule an Appointment with Navigato	Work Readiness	Supportive Services, Other
Attain Monthly Bus Pass	Request Bus Pass	Basic = Educational Program Work =Work-Readiness	Supportive Services, Transportation
Obtain Health Insurance	Research Health Plans	Basic	Supportive Services, Other
Secure Stable Housing	Submit Application to DSS	Basic	Supportive Services, Housing
Secure Daycare Services	Submit Daycare Application to DSS	Basic	Supportive Services, Childcare
Apply for DSS	Schedule Appointment with Landlord <b>OR</b> Attend DSS Appointment <b>OR</b> Schedule Appointment with Outreach Department, etc.	Basic	Supportive Services, Housing Supportive Services, Childcare Supportive Services, Other *Depending on reason for applying
Obtain NYS ID	Schedule Appointment to go to DMV	Work Readiness	Supportive Services, Other
Obtain Learner's Permit	Schedule Appointment to go to DMV	Work Readiness	Supportive Services, Transportation
Obtain Social Security Card	Schedule Appointment to go to Social Security Office	Work Readiness	Supportive Services, Other
Obtain Birth Certificate	Schedule Appointment to go to Vial Records	Work Readiness	Supportive Services, Other
Obtain Work Permit	Schedule Appointment to go to District Office	Work Readiness	Supportive Services, Other

Complete 5-Hour Pre-Licensing Course	Register for Class through Morgan	Basic	Supportive Services, Transportation
Attend Intake Appointment for Counseling	Schedule Appointment with Intake Office	Basic	Supportive Services, Other
Complete Driving Lesson	Schedule Appointment with Morgan	Basic	Supportive Services, Transportation
Complete Road Test	Schedule appointment through DMV	Basic	Supportive Services, Transportation
<b>FINANCIAL LITERACY</b>			
<b>Objective</b>	<b>Minimum Service</b>	<b>Type of Goal</b>	<b>Elements/Services</b>
Create Budget through CareerZone	Create Career Zone Account	Basic	Financial Literacy Education
Complete ( <u>Other Financial Literacy Resource</u> )	Create Account	Basic	Financial Literacy Education
Open Bank Account	Attend Appt. to Open Bank Account	Basic	Financial Literacy Education
<b>ENTREPRENEURIAL SKILLS</b>			
<b>Objective</b>	<b>Minimum Service</b>	<b>Type of Goal</b>	<b>Elements/Services</b>
Increase Entrepreneurial Skills	Create CareerZone Account	Basic	Entrepreneurial Skills Training
<b>COUNSELING/M.H. &amp; Sub.</b>			
<b>Objective</b>	<b>Minimum Service</b>	<b>Type of Goal</b>	<b>Elements/Services</b>
Participate in MH or Substance Abuse Counseling Services	Schedule Appointment	Basic	Comprehensive Guidance & Counseling
<b>MISCELLANEOUS</b>			
<b>Objective</b>	<b>Minimum Service</b>	<b>Type of Goal</b>	<b>Elements/Services</b>
Complete ISS Packet	Complete Packet	Basic	Development of ISS
Objectives and Services History/Continuation of ISS	Update Employment and/or Educational Goals	Basic	Update ISS/Objectives & Service History
Update Program Goals	Schedule Appointment with Navigator	Basic	Update ISS/Objectives & Service History
Register for Selective Service	Schedule Appointment with Navigator	Basic	Leadership Development
Re-Engage in Services	Contact Navigator	Basic	Update ISS/Objectives & Service History