Transition Tracker:
Postsecondary Working

Today's Date: _____

"Hello, my name is _____.
(state your name)
I'm a (freshman, sophomore, junior,
(circle one)
senior) at_____ High School. I am interested in becoming a/an

_____
(state your career interest)
and want to know what your business has to offer me."

Business Contact Information

_____

_____

_____

_____

_____

Place/staple business card here. ⇧

Fast facts about your business:

What is the name of your business?

_____

Where are you located?

_____

Do you have _____ in your business?
(state your career interest)

☐ yes ☐ no

If so, do you have any job openings?

☐ yes ☐ no

Note: If this business meets your needs continue; if not, stop here and thank the person..

Training and Benefits:

Do you provide training for new employees?

☐ yes ☐ no

Do you provide opportunities for advancement?

☐ yes ☐ no

© Region 4 Education Service Center. All rights reserved.

region 4

- Do you provide health insurance?
  - ☐ yes ☐ no
- Do you provide a retirement plan?
  - ☐ yes ☐ no

Working conditions:

- Do you have a job working either inside or outside in my area of interest?
  - ☐ yes ☐ no
- Do you have a job coach to help me in my area of interest?
  - ☐ yes ☐ no
- Do you provide a customized work environment in my area of interest?
  - ☐ yes ☐ no

_____

Next Steps:

- Do you have an application that I can take with me?
  - ☐ yes ☐ no
- Do you have an on-line application?
  - ☐ yes ☐ no
- If yes, how do I access it? _____
- Is there a deadline for submitting this application?
- Who should I contact to ask for an interview?

_____

Notes: _____

_____

_____

To reorder this tablet contact:
www.region4store.com
Product ID #741-1290

© Region 4 Education Service Center All rights reserved.