





## **Checklist for the Job Box**

Name of career guidance officer:

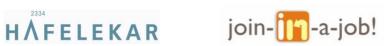
Name juvenile:

## Questions concerning respective stages

Clarification	yes	no	comments
Conducted initial assessment			
Conducted intense assessment			
If intense assessment: which consolidations			
were conducted			
If no, conducted initial arrangements			
Addressed the topic of parents			
Parents present at preliminary talk			
Handed out parents' sheet			
If parents were present: differentiated be-			
tween parents and sons/daughters concerns			
Developed common timetable			
Handed out portfolio			
Explained portfolio			
Filled in contact details			
Filled in "That's me"			
Gave "My Life" or "Drawing the stages of my			
life" as homework			

Subject 1: Strengths	yes	no	comments
Discussed "My Life" or "Drawing the stages of			
my life"			
Filled in learning location "School"			
Filled in learning location "Vocational Training			
and further education"			
Filled in learning location "Occupational Ex-			
perience"			
Filled in learning location "Spare Time"			
Filled in learning location "Cultures"			
Reports, certificates available			
Provided motivation to obtain missing certifi-			
cates			
Indicated collection of documents			
Indicated usefulness for CV			
Filled in linguistic self-assessment			
Filled in checklist "Speech acts at work 1"			
Filled in checklist "Speech acts at work 2"			
Filled in questionnaire on self-perception			
Distributed questionnaires on perception by			
others in respective languages			
Planned/conducted tests on the internet			
Plant tests at institutions			
Indicated information section (addresses,			
links)			







Discussed perception by others (tests, questionnaires)		
Filled in "My Strengths"		
Filled in "A Profile of My Strengths"		

Subject 2: Professional Aims	yes	no	comments
Filled in favourite jobs			
Filled in favourite working conditions			
Prepared research on favourite jobs			
Evaluated research on favourite jobs			
Filled in "Favourite Jobs and Strengths"			
Filled in "Concrete Professional Aims"			
Filled in "Next Steps"			
Conducted "Look into the Future" (optional)			
Conducted "Time Wire" (optional)			
Conducted "The Mountain" (optional)			
Conducted "Treasure Map" (optional)			
Addressed the topic of parents			
Conducted conversation with parents			
If conversation with parents: parents' infor-			
mation on "Next Steps"			
If conversation with parents: conducted			
"Treasure Map" with parents			
Decision on conclusion of career guidance or			
continuation with application topic			
If conclusion: received feedback			
Agreement on possibilities of further contact			
Possible reassignment			

Subject 3: Applications	yes	no	comments
Provided information about applications			
Discussed letter of application			
Prepared letter of application			
Discussed CV			
Prepared CV			
Made use of collection of documents			
Discussed job interview			
Practised job interview			
Discussed application report			
Conclusion of career guidance: received			
feedback			
Agreement on possibilities of further contact	1 1	1	
Possible reassignment			