

Checklist for the Job Box

Name of career guidance officer:

Name juvenile:

Questions concerning respective stages

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

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

Discussed perception by others (tests, questionnaires)	<input type="checkbox"/>	<input type="checkbox"/>	
Filled in "My Strengths"	<input type="checkbox"/>	<input type="checkbox"/>	
Filled in "A Profile of My Strengths"	<input type="checkbox"/>	<input type="checkbox"/>	

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

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