



## Employability Portfolio Content Checklist

DOCUMENTS	Soft Skills Competency Number	CHECK 
<b>Section 1 Employability Soft Skill Competencies</b>		
PACTT Employability/Soft Skills Checklist with the completed competencies marked		
Career Fields Information	2	
Career Plan	4	
Financial Aid Information	5	
Personal Fact Sheet	6	
Completed Job application	6	
Sample Request for References	6	
Completed Identification and Employment Documents: 		
* Social Security Card	6	
* Gov't Issued Photo ID or Driver's License	6	
* Birth Certificate	6	
* W-4 Form	6	
* I-9 Form	6	
* Work Permit Application (17 & under)	6	
Cover Letter and Resume	7	
Interview Questions and Responses	9	
Interview Thank You Letter	10	
<b>Section 2 Education/Career &amp; Technical Training</b>		
Copy of a Current Grade Transcript(s)		
Career and Technical Competency List		
Entry-level Certifications		
<b>Section 3 Awards, Certifications of Completion, Honors (Any awards, certifications and honors should be placed in this section)</b>		
<b>Section 4 Resources</b>		Note: These documents can be found on the Juvenile Law Center website <a href="http://www.jlc.org/factsheets">http://www.jlc.org/factsheets</a>
Juvenile Records Fact Sheet(s)		
<b>Section 5 Miscellaneous</b>		
Any other information, awards, or relevant information may go in this area		

Signatures acknowledge distribution and receipt of the discharge portfolio.

Case Manager/Counselor: \_\_\_\_\_ Date: \_\_\_\_\_

Resident: \_\_\_\_\_ Date: \_\_\_\_\_