

Goals Setting Checklist**Personal**

- Improve English Language Skills
 - Attend all classes
 - Ask for help when needed
 - Volunteer
 - Watch TV/movies in English
 - Practice speaking/writing English with friends and family

- Obtain citizenship skills
 - Attend citizenship class
 - Research citizenship information

- Obtain Voter Registration Card
 - Obtain U.S. citizenship
 - Complete a registration form

- Other: _____

Career

- Obtain a job
Where: _____
 - Create a r sum 
 - Search job
 - Apply for job
 - Prepare for interview
 - Follow up with job

- Retain Current Job
Where: _____
Job Title: _____
 - Be on time
 - Maintain good communication with supervisor and co-workers
 - Become a team player

- Improve Current Job
 - Be willing to learn something new
 - Contribute good ideas
 - Maintain a positive attitude
 - Maintain positive work relationships

- Other: _____

Goals Achieved Checklist**Personal**

- Improved English Language Skills
 - Attended all classes
 - Asked for help when needed
 - Volunteered
 - Watched TV/movies in English
 - Practiced speaking/writing English with friends and family

- Obtained citizenship skills
 - Attended citizenship class
 - Researched citizenship information

- Obtained Voter Registration Card
 - Obtained U.S. citizenship
 - Completed a registration form

- Other: _____

Career

- Obtained a job
Where: _____
 - Created a r sum 
 - Searched job
 - Applied for job
 - Prepared for interview
 - Followed up with job

- Retained Current Job
Where: _____
Job Title: _____
 - Was on time
 - Maintained good communication with supervisor and co-workers
 - Became a team player

- Improved Current Job
 - Learned something new
 - Contributed to good ideas
 - Maintained a positive attitude
 - Maintained positive work relationships

- Other: _____

Academic

- Pass GED® exam
 - Attend all preparation classes
 - Take constitution test (if applicable)
 - Ask for help when needed
 - Seek tutoring
 - Study for test
- Improve Reading Skills
 - Attend all classes
 - Seek tutoring
 - Read books/magazines for fun
- Register for Prairie State College (PSC) credit classes to pursue a certificate or associate degree
 - Meet with Transition Specialist
 - Take a tour
 - Complete PSC application
 - Complete FAFSA
 - Study for COMPASS test
 - Take COMPASS Test
 - Meet with advisor
 - Register for classes
- Other: _____

Academic

- Passed GED® exam
 - Attended all preparation classes
 - Passed constitution test
 - Asked for help when needed
 - Sought tutoring
 - Studied for test
- Improved Reading Skills
 - Attended all classes
 - Sought tutoring
 - Read books/magazines for fun
- Registered for Prairie State College (PSC) credit classes
 - Met with Transition Specialist
 - Took a tour
 - Completed PSC application
 - Completed FAFSA
 - Studied for COMPASS test
 - Took COMPASS Test
 - Met with advisor
 - Registered for classes
- Other: _____

Student name _____ Student ID _____

Term Fall Spring Summer FY _____

Instructor _____

Intake Staff Signature _____