

WIOA Participant Thirty (30) Calendar Day Contact - Career Planner Question Guide

Below are questions career planners can ask during the required thirty (30) calendar day contact to help ensure your case notes clearly show progress, barriers, and services provided. Note that not all questions will apply to every customer.

1. General Check-In

- How have things been going since our last check-in?
- Have there been any changes in your situation this month?
- Are you still interested in pursuing the goals listed in your career plan?
- Do you have any immediate concerns you want to discuss today?

Notes:

2. Money and Budget Status Questions

- If you didn't have a bank account previously, do you have one now?
- Have you developed a budget and spending plan that will assist you in meeting your financial interests now that you are employed?
- Are you interested in financial literacy or budgeting resources?

Notes:

3. Job Search Activity Questions

- Are there specific employers or industries you're interested in?
- How many jobs have you applied for since our last contact?
- Have you had any interviews recently?
- Do you need help with your resume or applications?
- Can we discuss where you have applied and any results or feedback you received?
- Would you like job leads or referrals?

Notes:

4. Training / Education Questions (If Applicable)

- Are you currently attending your training or classes?
- Have there been any challenges with your coursework or attendance?

- What new skills have you gained since we last spoke, and have you taken any tests or assessments that show your progress?
- What skills or certifications are you working toward?
- Do you need any support to stay on track with training?

Notes:

5. Challenges to Employment and Training Questions

- Are you experiencing any transportation issues getting to work or training?
- If needed, do you have reliable childcare?
- Are housing or financial issues affecting your job search or training?
- Do you have reliable internet or technology access for job searching or training?
- Does your training require specific clothing, tools, or equipment?
- Is there anything preventing you from reaching your employment goals right now?

Notes:

6. Career Plan Review Questions

- Are your career goals still the same as when we created your career plan?
- Have you achieved any goals since our last meeting?
- Do we need to update your plan based on your current situation?
- What steps would you like to focus on before our next meeting?

Notes:

7. Next Steps Questions

- What are your goals for the next thirty (30) days?
- What support do you need from me before our next contact?
- When would be the best date and time for our next check-in?

Action Plan:
