CAREER COACHING REFERRAL

DEPARTMENT OF HEALTH AND HUMAN SERVICES
VOCATIONAL REHABILITATION
SFN 1287 (10-2026)

Click Here to Clear Field Data

Client Name			
Address	City	State	ZIP Code
Telephone Number	Email Address		

Counselor Name	
Telephone Number	Email Address

MONTHLY ACTIVITIES REPORT

Monthly activities that were completed for all applicable services: Select all that Apply

- ☐ Resume Development. Develop or update a clear, accurate resume tailored to the client's employment goal and relevant skills and experience.
- ☐ Job Search. Assists the client in identifying appropriate job leads and using effective job-search strategies aligned with the employment goal.
- ☐ Application Assistance. Supports the client by completing accurate on line or paper employment applications and preparing required supporting information.
- ☐ Mock Interviews. Provides interview practice, feedback and coaching to strengthen responses, presentation and confidence.
- ☐ Transferable Skills Analysis. Identifies skills gained through prior work, education, training, volunteer activities and life experiences that may transfer to other occupations or employment settings.
- ☐ Task Analysis. Breaks a specific job task into individual steps to identify how the task is performed, the skills required, and where training, accommodation or support may be needed.
- ☐ Job Analysis. Examines an entire job and work setting, including essential duties, physical and cognitive demands, work conditions, tools, schedule, qualifications and potential accommodation needs.

EXPECTED DELIVERABLES

For each selected service, provide documentation of activities completed, client participation, results, recommendations and next steps. Include copies of the completed resume or other work products, when applicable.

Continuation of expected deliverables