

2022 TANF Summer Youth Employment Portfolio

This is to be completed by each youth in the program and maintained in their program file for review except for pre/post surveys.

NAME: _____

AGENCY: _____

WORKSITE: _____

LIST THREE OF YOUR PRIMARY WORK DUTIES:

1.

2.

3.

DID YOU SEE THE JOB DESCRIPTION FOR YOUR POSITION? ☐ YES ☐ NO

What are your top 3 strengths that will help you at work?

1.

2.

3.

List one area that you would like to improve upon that you believe affects your work performance:

List three adults who could act as a reference for a job:

Name

Phone Number

Email

1.

2.

3.

PLEASE ATTACH THE FOLLOWING:

1. Resume or Self-Assessment (provided by program)
2. Employer and Youth Work Evaluations (DCWIB form)
3. Career Exploration Worksheet (provided by Smart Staffing)
4. Survey #1 and Survey #2 (provided by the DCWIB)
5. Youth Summer Budget (provided by the DCWIB)