

# 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. Youth Summer Budget (provided by program or DCWIB)