

## Job Development Meeting with Individual Preparation Checklist

### Think about environment

- Do I have a way to meet the individual and make them feel comfortable and welcomed?
- If parent is attending, have I thought about how I can reassure and/or involve the parent?
- Have I prepared enough material to effectively utilize the hour?

### Job Development Meeting Agenda (Sample)

- Welcome and check in on individual's well being
- Review of overall purpose, goals and strategy
- Review of last meeting (if there was one) and any progress/homework completed

### Activities:

- Review Discovery materials/confirm Discovery conclusions (See Discovery Snapshot)
- Discuss past jobs/volunteer and good/bad outcomes
- Discuss motivation- what excites them?
- Discuss possible job titles, openings and companies
- Brainstorming any networking opportunities
- Review of and assistance with applications
- Watch job-related video content (Ex. Career Trek videos  
<https://www.careertrekbc.ca/>)
- Mock interview preparation
- Soft skill topics (being on time, giving/receiving feedback, being a team player, etc.)
- Closing summary/assign homework