

Youth Career Connect Documentation for Mentorships | 1 to 1 with YCC Student

YCC High School	Name of YCC Student
This document must be signed by the YCC Student, Employer Mentor and the School Mentor, once per quarter. The Career Counselor will document each “Formal Meeting” into the PTS by the given dates below.	
<input type="checkbox"/> SEPTEMBER 30 <input type="checkbox"/> DECEMBER 31 <input type="checkbox"/> MARCH 31 <input type="checkbox"/> JUNE 30	

Dates of Informal Meetings				
Mentoring Dates – to be completed by the School Mentor & Reviewed by the Career Counselor				
Discussion of Activities	Quarter 1 JULY 1 – SEPT 30	Quarter 2 OCT 1 – DEC 31	Quarter 3 JAN 1 – MAR 31	Quarter 4 APR 1 – JUNE 30
Résumés Applications Cover Letter				
Portfolios Professional Internet Portfolios Recommendations <i>ACE – Achievement in Career Engagement</i>				
Phone Mock Interviews Face-to-Face Mock Interviews Virtual Mock Interviews (Skype) Employer Visit				
Business Etiquette Dress for Success				
Soft Skills Social Media Employer Engagement				
Other: List Below				

Required Signatures / Date per Quarter (YCC Student, School Mentor, and Career Counselor)			
QTR 1 Signature _____ <div style="text-align: right;">Date _____</div>		QTR 3 Signature _____ <div style="text-align: right;">Date _____</div>	
QTR 2 Signature _____ <div style="text-align: right;">Date _____</div>		QTR 4 Signature _____ <div style="text-align: right;">Date _____</div>	