

PROTO  Pre-Earn and Learn

CONNECT  Earn and Learn

Student Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Student ID: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

School Email: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Email: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Major: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Phone: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

All 7 Core Courses Completed Current GPA: \_\_\_\_\_\_\_\_ Referral: ­­­­­\_\_\_\_\_\_\_\_\_

*If not, which are completed:*

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| --- | --- | --- |
| **Completed** | **Current** |  |
|  |  | INFO 1002: Introduction to Information Technology, 4.5 Credit Hours |
|  |  | INFO 1003: Introduction to Computer Programming, 5 Credit Hours |
|  |  | INFO 1023: Networking Essentials, 4.5 Credit Hours |
|  |  | INFO 1110: Windows Operating System l, 4.5 Credit Hours |
|  |  | INFO 1111: Linux Operating System l, 4.5 Credit Hours |
|  |  | INFO 1311: Web Page Creation, 4.5 Credit Hours |
|  |  | INFO 1620: Introduction to Database Design, 4.5 Credit Hours |

NCRC Scores: Applied Mathematics \_\_\_\_\_\_\_\_\_\_ Locating Information \_\_\_\_\_\_\_\_\_\_ Reading for Information \_\_\_\_\_\_\_\_\_\_

*If have not completed, scheduled when & location:* \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

| **Resume:**  Yes | **Veteran:**  Yes  No | **Online Portfolio:**  Yes  No |
| --- | --- | --- |
| **NEWorks Account:**  Yes | **LinkedIn Profile Created:**  Yes  No | **Mock Interview 1:** Yes: |
| **Holland Code Assessment:**  Yes [Holland Code Assessment](http://e2v.mccneb.edu/) | **Career discussion:**  Yes [My Next Move Website](http://www.mynextmove.org/) | **Mock Interview 2:** Yes:  **Set up:** |

Criminal History: No Yes

If yes, provide charges and dates: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Currently Employed:  Yes  No

If Yes:

Employer: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Job Title: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Start Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Wage: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Hrs/Wk: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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| **Higher Level Coursework** | | |
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Notes: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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***Desired Employment***

| **Hrs/wk:** \_\_\_\_\_\_\_\_\_\_\_\_  Internship  PT  FT | **Wage/Salary:** \_\_\_\_\_\_\_\_\_\_ | **Location Preference:**  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| --- | --- | --- |
| **Financial Background:**  Not able to pass  Yes, able to pass | **Transportation:**  Own Car  Bus  Other: \_\_\_\_\_\_\_\_\_\_\_\_\_\_ | **Work Restrictions:**  Not Applicable  Yes : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |

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| --- | --- | --- | --- | --- | --- | --- |
| Monday | Tuesday | Wednesday | Thursday | Friday | Saturday | Sunday |
|  |  |  |  |  |  |  |

**Areas of Interest:**

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| Database Management | Data Center Management | Web Development |
| Help Desk | Cisco/Networking | Developer/Programmer |
| Information Assurance | Server Administration | Security Technician |

Employment Goals: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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Notes: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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| **Interview Company** | **Interview Title** | **Interview Results** |
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***Business Liaison Checklist Below***

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| **Discuss high-demand I.T. Career Pathways with student participant** |
| **Discuss specific I.T. Career Pathways with local Business Partners** |
| **Discuss referral process for current I.T. Business Partners** |
| **Corporate Liaison will forward qualified participant resume to I.T. Business Partner Recruiters for pre-screening process** |
| **Business Partner provides feedback to Corporate Liaison with recommendations for student on how to proceed** (either directing student to apply for open position or complete remediation/share recommendations) |
| **Corporate Liaison shares initial feedback from recruiter with student** (either directing student to apply for open position or enacting remediation / recommendation plan) |
| **Corporate Liaison follows up with student and employer within two weeks of last contact to obtain status update** (either verifying student’s application status or remediation plan next steps) |
| **If student participant does receive an internship / job offer, confirm start date and pay rate with Business Partner, communicate with MCC Career Coach and update student participant file** |
| **If student participant does not receive an internship / job offer, obtain feedback from recruiter on possible recommendations for improvement** (Share feedback with student and create remediation plan as needed) |
| **After receiving a successful internship / job placement, MCC Career Coach will direct student participant to complete PROTO Follow-Up Form at 1, 3, 6 and 9-month intervals. Additionally, schedule follow-up interviews at these intervals to discuss progress or remediate potential issues** |

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