

**UPPER SHORE WORKFORCE SCHOLARSHIP OFFICE  
CAREER CONVERSATION QUESTIONNAIRE**

1. Name:
2. Training Desired:
3. Educational Institution attending:
4. Have you obtained funding from the Workforce Office previously? YES NO (Circle or underline) If yes, for what training and when. Explain.

5. Your Address:

6. Phone Number: Home phone Cellphone (Circle or underline)

7. How long have you had this phone number?

8. Has it been a challenge to maintain the cost of cellphone service each month? YES NO

If yes, when is the best time of the month to reach you? Please provide an alternate phone number for question 9.

9. Alternate phone number: Contact person:

10. Email Address:

11. How long have you had this email address?

12. Age if under 25:

13. Do you have a need for language assistance? YES NO (Circle or underline)

14. Are you registered with Selective Service? YES NO (Circle or underline)

15. How did you hear about the Upper Shore Workforce Scholarship Office's funding opportunities? Be Specific. Who did you speak with? What organization are they from?

**EDUCATION**

**Past Education**

16. Do you have a high school diploma?      YES      NO      (Circle or underline)

If no, what prevented you from receiving your diploma?

17. Are you attending any Adult Education classes?      YES      NO      (Circle or underline)

If no, are you interested in making this an educational goal?      YES      NO

18. Do/Did you attend college?      Still attending      Some college      Associate  
Master's      Bachelor's      Doctorate      (Circle or underline all that apply)

If so, what is/was your major(s)?

19. List all certifications and licensing.

**Present Training Request**

20. After speaking with an advisor or researching the training desired from your chosen educational institution, what must be completed to be accepted into the class?

-List all pre-requisites and requirements.

-Provide specific class information, projected start date, number of days attending, hours, and the class format (*in-person, hybrid, online*).

21. Are you required to complete a placement test? If so, were you able to enter the training program?

22. Why is your training choice a 'good fit' for you?

**CAREER PREP**

23. **WORK INTEREST ANALYZER (ONET) RESULTS:** Study the results upon completion; understand each category by clicking on the word; review the jobs generated for you. Be prepared to discuss the results. Please provide the scores. *(Please retake the ONET, the work interest analyzer, if it has not been taken within two years from the date of your most recent scores or if you are pursuing a different career path )*

Realistic

Investigative

Conventional

Social

Artistic

Enterprising

24. After reviewing your scores and the brief description of each category given by clicking on the word in your MWE account, what did you learn about yourself after completing the Work Interest Analyzer, ONET?

25. What are your career goals for the next 6 months/5 years?

26. How do you plan to reach your 6 month and 5-year goals? Research and map out your career road map from 6 months to 5 years. Be specific.

**27. What do you know about the employment opportunities for your desired training choice in the 5-county service areas, Caroline, Dorchester, Kent, Queen Anne's, and Talbot counties? Research the job opportunities for your training choice. Provide the names of (5) companies hiring in your desired career field. (*located in the 5-county service area or an area you are willing to commute to*) Include the name of the company, position, and business location. -Will this opportunity mean an advancement on your current job? Be specific.**

**28. What resources, Maryland Workforce Exchange, websites, newspapers, etc., did you use to research employment opportunities in the areas indicated in question 27?**

**29. List a few key skills and accomplishments needed for your new career training choice located in the job descriptions from the research (*reviewing the job descriptions*) completed in question 27?  
-Do you possess some of the key skills needed to obtain employment in this field?**

**EMPLOYMENT HISTORY**

**30. Do you currently work:    Full-time       Part-time       Unemployed       (Circle or underline)**

**31. (Start with the most recent employer first or attach an updated resume)** Please provide 3 of your most recent employers. If your work history is limited, please provide volunteer experiences.

**Name of Company:**  
**Job Title:**  
**Employment Duration:**  
**List 4 job duties:**

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**OTHER QUESTIONS: (Circle or underline your answer choice)**

- |   |            |           |
|---|------------|-----------|
| <b>32. Have you ever been exposed to the criminal justice system?</b> | <b>YES</b> | <b>NO</b> |
| <b>33. Do you have a documented disability?</b>                       | <b>YES</b> | <b>NO</b> |
| <b>34. Are there any reasonable accommodations necessary?</b>         | <b>YES</b> | <b>NO</b> |
| <b>35. Do you have a need for language assistance?</b>                | <b>YES</b> | <b>NO</b> |
| <b>36. Are you homeless?</b>  | <b>YES</b> | <b>NO</b> |
| <b>37. Are you pregnant?</b>  | <b>YES</b> | <b>NO</b> |

**38. Are you parenting? YES NO**  
**If so, will childcare be an issue while you attend classes? Explain.**

**39. Are you receiving TANF OR SNAP?**

**40. Do you have reliable transportation? YES NO (Circle or underline)**  
**If no, how will you get to class or employment?**

**41. How far and what areas are you willing to drive to school or employment?**

**42. Do you know of anything that will impact your success in the training program?**