



Name: _____

CAREER TRACK CHECKLIST

AD-VANCE TALENT SOLUTIONS

- Review FAQ page and create your Action Plan
- Apply to Career Track Job Posting listed on www.ad-vance.com
- Obtain contact info from previous teacher / community member for personal reference
- Schedule in person interview with Ad-Vance Staff
- Gather the proper identification for your interview and background screening
- Complete skills testing (if required)

*Expectations should be completed by: ___/___/___.

CAREERSOURCE SUNCOAST

- Create your online user account on atlas.careersourcesuncoast.com/events
- Select the best time to complete the in person “7 Habits Foundations” course
- Complete the online “Work Keys” and “Future Plans” courses

*Expectations should be completed by: ___/___/___.

MANATEE TECHNICAL COLLEGE

- Complete the online application at home on MTC Main Campus Student Services www.manateetech.edu/apply-now
- Schedule session #1 of your TABE Test (Bring valid photo ID with you) ___/___/___.
- Discuss class options with a Pre-Enrollment Counselor
- Take Session #1 of TABE Test and schedule Session #2. Date ___/___/___.
- Schedule an appointment with counselor after you complete session #2. Date ___/___/___.
- Take Session #2 and meet with counselor to enroll in class
- Take your receipt from counselor to bookstore to get photo ID, parking decal and MTC t-shirt

*Classes start on ___/___/___.

*Expectations should be completed by: ___/___/___.