

Personal Transition Plan

PUBLIC SERVICES ACADEMY

Leadership

PUBLIC SERVICES ACADEMY

Personal Transition Plan Requirements

PTP should be submitted as a portfolio. The following four sections are required elements of your PTP and will be the basis for evaluation and awarding of credit toward graduation.

- I. Personal Statement
- II. Professional Résumé
- III. Career Portfolio
 - Career Research/Assessment
 - TWO (2) of the following:
 - MyFuture Hawaii
 - RIASEC
 - Career Research
 - or other Career Interest Inventory
 - Career Explorations Activity (*documented by form VF-01*)
 - Attendance &/or participation at TWO (2) of the following:
 - Career/College Fair
 - Guest Speakers/Presentations
 - Occupational Interviews
 - Career Development (*each documented by form VF-02*)
 - Verification of a total of THIRTY-SIX (36) hours in any combination of the following:
 - Internship (non-paid)
 - Work Experience
 - Volunteer/Community Service
 - Public Service Development (*each documented by form VF-03*)
 - Verification of FOUR (4) hours in any combination of the following:
 - School-Based Service (non-course based)
 - Volunteer/Community Service (non-required/awarded)
 - Academy Sponsored Activity(Item donation equivalency: 4 items = 0.5 hour, up to 2 hour max. per activity)
- IV. Post Secondary Plan
 - Evidence of ALL of the following:
 - Post Secondary Testing (COMPASS, or ASVAB, or SAT, or ACT)
 - College Application
 - Job Application or Scholarship Application