

CAREER SERVICES - INTAKE QUESTIONNAIRE

Please complete as much of the information below as possible to help Career Services best address your needs. Be mindful, you are responsible for your success. Career Services can guide you, offering assistance to educate and empower you through your professional development process. However, to access our staff and resources, you must invest your time, do your necessary work and take an active, thoughtful role in your interaction with Career Services. We look forward to working with you!

Name: _____ **date:** _____

Career Counseling:

Why are you seeking career counseling?

What do you hope to accomplish from career counseling?

What are your current career goals? (Even if you are very uncertain, just fill in any thoughts you might have)

Resume/Cover Letter Assistance

How much time have you spent creating/revising your resume?

1. 0-1 hours
2. 1-2 hours
3. 2-5 hours
4. 5-8 hours
5. More than 8 hours

How much time have you spent creating/revising your cover letter?

1. 0-1 hours
2. 1-2 hours
3. 2-5 hours
4. 5-8 hours
5. More than 8 hours

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Personal Statement/Graduate School Application

How much time have you spent creating/revising your personal statement or graduate school application?

1. 0-1 hours
2. 1-2 hours
3. 2-5 hours
4. 5-8 hours
5. More than 8 hours

Job Searching:

How much time daily did/do you dedicate to finding a job?

1. 1-2 hours
2. 2-5 hours
3. 5-8 hours
4. More than 8 hours

How much experience do you have in the field in which you are looking for a job?

What are the skill requirements for your next job (the job you are seeking or would like to pursue)?

If you could do anything you wanted, what would it be?

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Which 3 to 5 of these values are most important to you regarding your work?

- | | | | | |
|--|---|--|---|--------------------------------------|
| <input type="checkbox"/> Achievement | <input type="checkbox"/> Environment | <input type="checkbox"/> Leadership | <input type="checkbox"/> Stability | <input type="checkbox"/> Enjoyment |
| <input type="checkbox"/> Creativity | <input type="checkbox"/> Money | <input type="checkbox"/> Moral Fulfillment | <input type="checkbox"/> Security | <input type="checkbox"/> Competition |
| <input type="checkbox"/> Helping others | <input type="checkbox"/> Status/recognition | <input type="checkbox"/> Variety | <input type="checkbox"/> Independence | |
| <input type="checkbox"/> Challenge/adventure | | <input type="checkbox"/> Free time/leisure | <input type="checkbox"/> Authority | |
| <input type="checkbox"/> Helping society | <input type="checkbox"/> Intellectual Stimulation | | <input type="checkbox"/> Self Direction | |

How much time are you putting towards these activities? (Rank them on a scale of 1 to 10. 10 being the most amount of time spent working on it)

1. Networking: _____
2. Resume: _____
3. Mock Interviews: _____
4. Cover Letter: _____
5. Finding/having an internship: _____