

Partner Opportunities Program

Office of the SVC- Academic Affairs

Service Assessment Form

Below are general categories and services that are available for POP clients.
Please indicate which type(s) of assistance you are requesting:

Career and Skills Assessment:

- | | |
|---|--|
| <input type="checkbox"/> Income requirements | <input type="checkbox"/> Interim Positions |
| <input type="checkbox"/> Skills Inventory | <input type="checkbox"/> Short Term/long term goals |
| <input type="checkbox"/> Career Goals | <input type="checkbox"/> PT/Contract/Temp |
| <input type="checkbox"/> Barriers to employment | <input type="checkbox"/> Alternative Work Arrangements |

Resume Consultation

- | | |
|---|--|
| <input type="checkbox"/> Resume format | <input type="checkbox"/> Cover Letter |
| <input type="checkbox"/> Customized resumes | <input type="checkbox"/> Online communications |
| <input type="checkbox"/> Other | |

Networking:

- | | |
|--|--|
| <input type="checkbox"/> Professional associations | <input type="checkbox"/> Coaching/Methods |
| <input type="checkbox"/> Company contacts | <input type="checkbox"/> Online research |
| <input type="checkbox"/> Local area resources | <input type="checkbox"/> One-on-one networking |

Job Search Resources:

- | | |
|--|---|
| <input type="checkbox"/> Job Web sites | <input type="checkbox"/> Local Industry info |
| <input type="checkbox"/> Industry specific posts | <input type="checkbox"/> Individual company contacts |
| <input type="checkbox"/> Local area job boards | <input type="checkbox"/> Industry Colleagues |
| <input type="checkbox"/> Placement Agencies | <input type="checkbox"/> Search Firms/Industry Recruiters |

Interview Consultation:

- | | |
|---|---|
| <input type="checkbox"/> Interview questions | <input type="checkbox"/> Interview follow up |
| <input type="checkbox"/> Interview appearance | <input type="checkbox"/> Job Offer/salary negotiation |

Relocation Resources:

- | | |
|--|--|
| <input type="checkbox"/> Housing information | <input type="checkbox"/> Cultural activities/resources |
| <input type="checkbox"/> Schools and Childcare | <input type="checkbox"/> Community information |

Your Comments

What is lacking in your job search that might help you?

Partner Opportunities Program Office of the SVC- Academic Affairs

NOTES

Action items

Person responsible

Deadline

✓

✓

✓

✓

OTHER INFORMATION

Resources:

Special notes:
