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:**
- Income requirements
- Skills Inventory
- Career Goals
- Barriers to employment

**Interim Positions**
- Short Term/long term goals
- PT/Contract/Temp
- Alternative Work Arrangements

**Resume Consultation**
- Resume format
- Customized resumes
- Other
- Cover Letter
- Online communications

**Networking:**
- Professional associations
- Company contacts
- Local area resources
- Coaching/Methods
- Online research
- One-on-one networking

**Job Search Resources:**
- Job Web sites
- Industry specific posts
- Local area job boards
- Placement Agencies
- Local Industry info
- Individual company contacts
- Industry Colleagues
- Search Firms/Industry Recruiters

**Interview Consultation:**
- Interview questions
- Interview appearance
- Interview follow up
- Job Offer/salary negotiation

**Relocation Resources:**
- Housing information
- Schools and Childcare
- Cultural activities/resources
- Community information

**Your Comments**

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

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<th>Action items</th>
<th>Person responsible</th>
<th>Deadline</th>
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## Other Information

Resources:

Special notes: