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?
## Partner Opportunities Program
Office of the EVC- Academic Affairs

### NOTES

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<th>Action items</th>
<th>Person responsible</th>
<th>Deadline</th>
<th>Complete</th>
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### OTHER INFORMATION

**Resources:**

**Special notes:**