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 | [ ]  | Interim Positions |
| [ ]  | Skills Inventory | [ ]  | Short Term/long term goals |
| [ ]  | Career Goals | [ ]  | PT/Contract/Temp |
| [ ]  | Barriers to employment | [ ]  | Alternative Work Arrangements |

#### Resume Consultation

|  |  |  |  |
| --- | --- | --- | --- |
| [ ]  | Resume format |  [ ]  | Cover Letter |
| [ ]  | Customized resumes |  [ ]  | Online communications |
| [ ]  | Other |

#### Networking:

|  |  |  |  |
| --- | --- | --- | --- |
| [ ]  | Professional associations | [ ]  | Coaching/Methods |
| [ ]  | Company contacts | [ ]  | Online research |
| [ ]  | Local area resources | [ ]  | One-on-one networking |

#### Job Search Resources:

|  |  |  |  |
| --- | --- | --- | --- |
| [ ]  | Job Web sites | [ ]  | Local Industry info |
| [ ]  | Industry specific posts | [ ]  | Individual company contacts |
| [ ]  | Local area job boards | [ ]  | Industry Colleagues |
| [ ]  | Placement Agencies | [ ]  | Search Firms/Industry Recruiters |
|  |  |  |  |

#### Interview Consultation:

|  |  |  |  |
| --- | --- | --- | --- |
| [ ]  | Interview questions | [ ]  | Interview follow up |
| [ ]  | Interview appearance | [ ]  | Job Offer/salary negotiation |

#### Relocation Resources:

|  |  |  |  |
| --- | --- | --- | --- |
| [ ]  | Housing information | [ ]  | Cultural activities/resources |
| [ ]  | Schools and Childcare | [ ]  | Community information  |
|  |  |  |  |

Your Comments

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

|  |
| --- |
| *Notes* |
|  |
|  |
| Action items | Person responsible | Deadline | Complete |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
| Other Information |
| Resources: |  |
|  |
| Special notes: |  |
|  |