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: | |  | | | |
|  | | | | | |