CAREER COUNSELING INTAKE FORM

Note: Please bring a copy of your most recent resume to your appointment!

Demographic Information:

Name:	Date:
Date of Birth:	Relationship Status:
Home/Mobile Phone:	Is it ok to leave a message for you at this number? Y / N
Work Phone:	Is it ok to leave a message for you at this number? Y / N
Email:	Is it ok to email you? Y / N
Mailing Address:	
Current occupational status: (i.e., F/T, P/T, self-employed, student, returning to work):	
Emergency Contact Name:	Emergency Contact Phone:
Emergency Contact Relationship:	
How were you referred?	If online, which website?

Education/Training:

1. Briefly list the highest level of formal education you have obtained and any other relevant education, certifications, or specialized training:

2. What subjects have you most enjoyed studying?

3. What subjects have you least enjoyed studying?

Employment Information:

1. Current job title/employer:

2. Years in current position:

3. Are you having any difficulties/stressors in your current job? If so, please briefly describe those difficulties.

Career Information (please use as much room as needed):

1. Why are you seeking career counseling?

2. What do you hope to accomplish from career counseling?

3. On a scale of 1 to 10, with 1 being "Least Satisfied" and 10 being "Most Satisfied," how satisfied are you

with your current career?

4. What would you most like to change about your current career?

5. What are your current career goals? (Even if you are very uncertain, just fill in any thoughts that you might have.)

6. If you could do anything you wanted, what would it be?

7. Which 3-5 of these values is most important to you regarding your work?

__Achievement	__Environment	__Leadership	__Stability	__Enjoyment
__Creativity	__Money	__Moral Fulfillment	__Security	__Competition
__Helping others	__Status/recognition	__Intellectual Stimulation	__Variety	__Challenge/adventure
__Helping society	__Free time/leisure	__Self-Direction	__Authority	__Independence

8. What kinds of barriers could get in the way of meeting your career goals?

9. List aspects of all your prior experience that you MOST liked:

10. List aspects of all your prior experience that you LEAST liked.

SKILLS:

1. What are the skill requirements for your next job (the job you are seeking or would like to pursue)?

2. What are the top three skills that you offer an employer?

3. What can you do easily that other people find difficult?

4. What is difficult for you that others seem to find easier?

HOBBIES:

How do you like to spend your leisure time?

FAMILY BACKGROUND:

What is/was your father's career? Did he like his career?

What is/was your mother's career? Did she like her career?

What types of careers do other significant family members have (brothers, sisters, others who influenced you)?

Life Satisfaction Scale

Instructions: Using a scale of 1 (least satisfied) to 10 (most satisfied), rate your satisfaction level with each of these life domains by placing an "X" in the box that corresponds to your rating.

	1	2	3	4	5	6	7	8	9	10
Career										
Community										
Family										
Friends										
Fun / Hobbies										
Home Environment										
Money										
Physical Health										
Romance										
Spirituality										

We utilize a holistic approach to career counseling and are interested in helping you achieve greater satisfaction in your life and align your career goals to match your personal goals. Examine your satisfaction levels and determine areas of your life that you would like to improve. Define each life area below and explain how you would like things to be different or better as you move toward the future. Feel free to add more space or more categories.

Career -

Community -

Family -

Friends -

Fun / Hobbies -

Home Environment -

Money -

Physical Health -

Romance -

Spirituality –

PREVIOUS PROFESSIONAL ASSISTANCE:

1. Have you ever invested in professional career and/or personal development services before?
2. With whom?
3. Were the results helpful?
4. Why or why not?

For more information about the Career Counseling Services at Eddins Counseling Group, click here.