

Dual Career Employment Services Placement Questionnaire

<u>Part</u>	ner of New USC	<u>Employee</u>			
	Name:				
	Current Mailing A	ddress:			
	Current Home Pho	one:	Current Work Phon	e:	
	Mobile Phone:				
<u>USC</u>	Employee Inform	mation_			
	Name:				
	Title:				
	Department/Office:				
	Employment Beginning Date:				
<u>Relo</u>	cation Informati	on (if available)			
	Columbia Home Phone:				
	Columbia Work Phone:				
	Estimated Date of Relocation to S.C.:				
	<u>Ide</u>	ntification of I	Employment Ass	<u>istance</u>	
What	t type of employme	ent are you seeking? (Check all that apply)		
	On-Campus	Academic	☐ Part-time	☐ Temporary	
	☐ Off-Campus	☐ Non-Academic	☐ Full-time	☐ Permanent	

What is your employment field of interest?
Do you have direct experience in this field?
Is there a specific job you will pursue? If yes, please identify the level of the position.
Will this be a career change, promotion, temporary position, or lateral move?
What type of employment assistance would you like to receive? (Check all that apply)
☐ Networking Contacts in Your Profession: Sharing your name and phone number with individuals who are in your field.
Résumé/Cover Letter Preparation: Information and assistance in writing or reviewing your résumé and/or cover letter.
☐ Interviewing Skills: Information on preparing for interviews and participating in a videotaped "mock interview."
☐ Negotiating a Job Offer: Information and advice on how to negotiate a job offer.
☐ Identification of Career Goals: Assistance in exploring and identifying your career options.
☐ Volunteer Opportunities: Information on expanding your skills and contacts through volunteer opportunities.
Other (Please specify):
(Signature) Please type your name if submitting by e-mail. (Date)

Thank you for completing this questionnaire. Please be sure to send a résumé/vitae or any other information that may assist us in offering our services to you.

E-MAIL FORM