

Situation Analysis

Please complete as accurately as possible. Information held in strict confidence.

Personal Information

Name _____ Current Date _____
Address _____ Email _____
City _____ Cell Phone _____
State _____ Zip Code _____ Home Phone _____
Age _____ Work Phone _____

Education: High School Some College Associate Bachelors Masters Doctorate
Marital Status: Married Divorced Single
Referred by: Internet Friend Recruiter Newspaper Yellow Pages Other

Current Situation

Currently employed? Yes No Current level of job satisfaction (1-10, 10 = highest level): _____
If unemployed, how many months? _____ How many months can you afford to be selective, before you must settle? _____
Current or most recent employer: _____ Industry: _____
Most recent job title: _____ Function: _____
Responsibility: Owner/Partner Top Mgt Middle Mgt Lower Mgt Supervisor Staff
 Consultant Interim Exec Other (explain): _____
Years with this employer: _____ Years in this job: _____
Annual salary: _____ Annual bonus: _____ Other comp: _____ Total income: _____

Job Search Information

How did you obtain previous jobs (check all that apply)? Internet resume posting Internet job posting
 Recruiters Newspaper/magazine ads Friends/networking Contacted employer directly Recruited
Other (explain): _____
On average, how many months has it taken you to find previous jobs? _____ Shortest time? _____ Longest time? _____
How long have you been thinking about changing jobs? _____ When did you begin your job search? _____
Describe your ideal/dream job: _____
What kinds of positions would be less than ideal but acceptable? _____
Favorite job and why? _____ Worst job and why? _____
Desired income level: _____ Minimum income level: _____
Geographical preferences: _____
Ads answered: _____ # Interviews: _____ # Offers: _____
Recruiter contacts: _____ # Interviews: _____ # Offers: _____
Friends/networking contacts: _____ # Interviews: _____ # Offers: _____
Direct employer contacts: _____ # Interviews: _____ # Offers: _____
Internet resume postings: _____ # Interviews: _____ # Offers: _____
3 greatest concerns: _____