

Client # _____

BOLD information must be entered in Database



Dual Career Network Intake Form

Start Date _____

Name _____ [M/F]

Address _____

Phone (cell/work) _____ (home) _____

E-Mail (home) _____ Email (work) _____

Target move date? _____ Start date _____ Salary desired? _____

Work outside UI? [Y/N] Other towns? [Y/N] Commute distance? (Miles) _____

[PART/FULL TIME] Proper work authorization? _____ Visa status? _____

Assisted by Joan _____ Heidi _____ Date materials given/sent _____

Permission to post resume on HR Share: Yes No Reason for "No" _____

Date resume posted to HR Share _____ Date of bio-sketch put on DCN website _____

Interested in social gathering of some kind? Yes No

Spouse/Partner Name _____ [M/F] [RETENTION/RECRUITMENT/NEW HIRE]

Faculty [Y/N] Dept. _____ College _____ Rank _____

Staff [Y/N] Dept. _____ College _____ Title _____

Deadline? _____ Need offer before recruit can accept offer? _____

Name of Recruiting Official? _____ Phone: _____

Hired by UI? [Y/N] Company/Department Name? _____ Work City? _____

Job Title _____ Start salary? _____ Start date? _____ [PT/FT]

Completed Service (date): _____ Program evaluation sent (date): _____

Number of months assisted _____

Discontinued Client [Y/N] Unsuccessful Hire [Y/N] Unsuccessful Recruitment [Y/N]

Reason _____

Background Information

EDUCATION: _____

MOST CURRENT WORK EXPERIENCE: _____

INDUSTRY JARGON: _____

POSITIONS YOU ARE SUITED FOR: _____

PLAN "B" IDEAS: _____

WHERE YOU HAVE ALREADY APPLIED: _____

Services Utilized

- Resume/c.v. critique**
- Job leads**
- Cover letter writing assistance**
- Letters of support**
- Previewed resume with employers**
- Interviewing assistance**
- Video taping**
- Salary negotiating assistance**
- Career coaching**
- DCN Resource Library**
- Biosketch posted on website**
- Resume posted to HR Share**
- Other** _____