



## Dual Career Employment Services Placement Questionnaire

### **Partner of New USC Employee**

Name: \_\_\_\_\_

Current Mailing Address: \_\_\_\_\_

Current Home Phone: \_\_\_\_\_ Current Work Phone: \_\_\_\_\_

Mobile Phone: \_\_\_\_\_

### **USC Employee Information**

Name: \_\_\_\_\_

Title: \_\_\_\_\_

Department/Office: \_\_\_\_\_

Employment Beginning Date: \_\_\_\_\_

### **Relocation Information (if available)**

Columbia Home Phone: \_\_\_\_\_

Columbia Work Phone: \_\_\_\_\_

Estimated Date of Relocation to S.C.: \_\_\_\_\_

### **Identification of Employment Assistance**

What type of employment 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):

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(Signature) Please type your name if submitting by e-mail.

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(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