

Career Coaching Readiness Questionnaire

This is designed to help determine your level of readiness for the Career Coaching program.

Referral Agency _____	Date _____
Last Name _____	First Name _____ MI _____
Address _____	_____
City _____	State _____ Zip _____
Home Phone _____	Cell Phone _____
Email _____	_____

1. Which of these growth industries are you most interested in?

- Health Care Advanced Manufacturing Information Technology
 Life Sciences Energy Other _____

2. What type of assignment are you most interested in?

- Assembly Office/Clerical Warehouse Machine Op Managerial
 Training/HR Quality Inventory Other _____

3. What specific career are you considering?
What has influenced you?

4. Do you know someone who is currently working in this career? If yes, describe what they do.

5. How do you see yourself growing in the profession?

6. Describe any work experience that you have in this profession and what it was like for you.

7. What are 3 reasons you think you would really enjoy working in this profession?

What are 3 things you think you would like least about working in this profession?

8. Would you consider starting in an entry-level position? Yes No

9. Do you have reliable transportation? Yes No

If yes, how will you get to work? Own car Bus Car pool Bicycle Walk Taxi

10. Do you enjoy working with and helping others? Why or why not?

Career Coaching Readiness Questionnaire

This is designed to help determine your level of readiness for the Career Coaching program.

11. Describe a time when you were part of a team; what was your role and contribution?
12. Describe a time when you were responsible for coordinating something that involved either people and/or tasks.
13. Describe a situation where you had to keep something confidential.
14. On a scale of 1-10, what is your skill and comfort level with computers and technology?
- Low High

 0 1 2 3 4 5 6 7 8 9 10
14. Describe your Education:
- High school diploma or GED Yes No - Expected date of completion _____
- Trade or Vocational Classes, Certificates or Licenses _____
- Some College Associate Bachelor Master
- Number of Credit Hours _____ Course of Study _____
- Have you taken the WorkKeys tests? Yes No
- If yes, do you have the WorkKeys National Career Readiness Certificate? Yes No
- If yes, what level have you achieved? Bronze Silver Gold Platinum
- If no, would you be willing to obtain a National Career Readiness Certificate? Yes No
14. If needed as a responsibility of employment, are you able to lift 30 pounds? Yes No
15. Have you ever been disciplined or released from a job due to poor attendance or job performance issues? No Yes If yes, explain fully each event including the date, facts presented by employer, and explanation of actions you took to resolve the issue.
16. Many careers typically require pre-employment, reasonable cause, and random drug tests. Please indicate if this is a problem for you. No Yes If yes, why?
17. Have you ever been convicted of or pled guilty or not contest to a criminal offense? No Yes If yes, please indicate the date and nature of each offense. (Please include any conviction other than minor traffic offenses such as those carrying fines of less than \$100 or two points. For purposes of this question, a plea of 'nolo contendere' or 'no contest' constitutes a conviction.) Note that answering yes to this question will not necessarily disqualify you from employment, but any omission or misstatement will disqualify you from consideration from employment.

PLEASE TURN IN PAGE 1 AND 2 WITH YOUR WORKKEYS SUMMARY SHEET AND RESUME

Career Coaching Readiness Questionnaire

This is designed to help determine your level of readiness for the Career Coaching program.

Thank you for completing this questionnaire.

This service is designed to enhance your career decision making process.

Below is additional information important to making this program successful for you.

PLEASE TAKE THIS SHEET WITH YOU

1. If you have not already done so, please schedule a time to take your WorkKeys assessments.
Your assessment results are required before your first session with the Career Coach.
2. Once everything above is complete and the questionnaire is reviewed you will be contacted to confirm the following schedule which occurs over a three week period:

Career Coaching Session 1	3 Hours	Take PSA test and set up DISCOVER
---------------------------------	---------	-----------------------------------

Additional sessions will be scheduled with the Career Coach:

Career Coaching Session 2	½ hour (same week)	Review assessments and identify 3 best fit occupations
---------------------------------	--------------------	--------------------------------------------------------

Career Coaching Session 3	½ hour (following week)	Identify one best fit occupational target
---------------------------------	-------------------------	-------------------------------------------

Career Coaching Session 4	½ hour, any day following week	Present education and/or career plan
---------------------------------	--------------------------------	--------------------------------------

It is important to note that there are homework assignments that must be completed in between sessions.

We hope you enjoy your journey through the career coaching process.

Please contact us if you have any questions.

career.coaching@metricsreporting.com