

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 \_\_\_ Client Status: (A) (P) (G) 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 \_\_\_\_\_

\*\*\*\*\*

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** \_\_\_\_\_