Congratulations on taking this important step towards your career goals!

This questionnaire contains some important questions for you to consider before your first career planning coaching session. This tool is meant to empower you to think, become intentional, and allow yourself the opportunity to reflect on yourself and your career interests.

Think about who you are, your motivations, career aspirations, what kind of career interests you have, and what you would like to get out of the coaching sessions.

Take your time and answer the questions fully. Please submit as part of this intake form, your resume for review.

Thank you for taking the time to reflect and share some more about yourself and your career interests.

I look forward to assisting you with your career plans!

Warm Regards,

Nada Johnson, MSW

Certified Career Strategist, Workplace Conflict Resolution Specialist, Online Dating Coach

Client Information

|  |  |
| --- | --- |
| Full Name: | Click here to enter text. |
| Address: | Click here to enter text. |
| City: | Click here to enter text. |
| Province: | Click here to enter text. |
| Postal Code | Click here to enter text. |
| E-mail: | Click here to enter text. |
| Year of birth: | Click here to enter a date. |
| Phone (day): | Click here to enter text. |
| Phone (evening): | Click here to enter text. |
| Cell: | Click here to enter text. |
| Emergency contact name and phone number: | Click here to enter text. |
| How did you learn about Potential Unlocked? |  |

**Section 1: Your Goals**

1. What are the three biggest changes you want to make in your life in the next 6 months?

Click here to enter text.

1. What would prevent you from making these 3 big changes in your life, and why?

Click here to enter text.

1. What are the three biggest changes you want to make in your life over the next 3 years and why?

Click here to enter text.

1. What would prevent you from making these changes?

Click here to enter text.

**Section 2: Interests/Skills/Educational Information**

1. What kind of work interests you?

Click here to enter text.

1. Describe your ideal job

Click here to enter text.

1. Describe a typical workday in your ideal job

Click here to enter text.

1. Did you pursue post-secondary education? If so, what did you graduate with?

Click here to enter text.

1. It is possible to have multiple careers or short-term career goals and long-term career goals. What are your multiple careers or short-term and long-term goals? And why do you want to pursue those careers? Please be specific and provide concrete examples if need be.

Click here to enter text.

1. Do you prefer spending time indoors or outdoors and why?

Click here to enter text.

1. Do you enjoy working with people, books, or data?

Click here to enter text.

1. What have other people said that you are really good at?

Click here to enter text.

1. What are your hard skills? (Hard skills are skills you gained through study and work experience)

Click here to enter text.

1. What are your soft skills? (The people and life skills you possess including team work, being punctual and time management)

Click here to enter text.

1. What are your talents and strengths? What are you good at? Just list all the things that you are good. If you can, please ask your friends, family members about what they think your talents and strengths are

Click here to enter text.

1. What is your personality like?

Click here to enter text.

1. Do you like working in groups or by yourself?

Click here to enter text.

1. Are you a competitive or a collaborative person?

Click here to enter text.

1. Are you a thinker who focuses on ideas or are you a doer who takes actions?

Click here to enter text.

1. Do you thrive in an organization with structure and routine or are you an artistic and creative person?

Click here to enter text.

1. Are you interested in working for yourself? if so what kind of work will you be doing?

Click here to enter text.

1. What are your values?

Click here to enter text.

1. Do you prefer financial security over work-life balance? Regardless of your answer, please explain your reasons for your choice

Click here to enter text.

1. Do you prefer the standard work hours 9-5 pm or do you prefer more flexibility? Regardless of your answer, please explain your reasons for your choice

Click here to enter text.

1. In all the employment positions that you have held, which job or jobs did you enjoy the most and why? What skills did you use in those positions?

Click here to enter text.

1. How much money do you want to make? i. Different careers or specializations provide different monetary rewards and also have an effect on your quality of life and where you live.

Click here to enter text.

1. What employment skills do you wish you had and why?

Click here to enter text.

1. What field do you want to get into and why?

Click here to enter text

1. What difference would it make for you if you got into this field?

Click here to enter text

1. What do you see yourself doing in the next 5 years?

Click here to enter text

1. What are your career strengths and weaknesses?

Click here to enter text

1. What do you think are the greatest barriers you currently face in your future career planning?

Click here to enter text

**Section 3: Current Employment**

1. If you are currently employed, what is your position/type of work?

Click here to enter text.

1. What makes you a good employee?

Click here to enter text.

**Section 4: Career Coaching Questionnaire**

1. What do you want to specifically achieve by working with me as your Certified Career Strategist?

Click here to enter text.

1. What can I say to you when you are stuck that will help you move forward?

Click here to enter text.

1. What changes need to be made to help your Career Coaching journey be successful?

Click here to enter text.

**Section 5: Personal**

1. What vision do you have for your life?

Click here to enter text.

1. List five adjectives that describe you at your best

Click here to enter text.

1. List five adjectives that describe you at your worst

Click here to enter text.

1. What are your 3 major concerns/fears about yourself?

Click here to enter text.

1. What are your 3 major concerns/fears about life?

Click here to enter text.

1. What are you learning/accepting about yourself at present?

Click here to enter text.

**Section 6: Career Anchor Exercise**

Career Anchors \*

Activity: Of the following 8 Career Anchors below, which two or three serve as motivators for you in your career, and why? Please circle the two to three Career Anchors that you resonate with and explain your rationale under each of them.

Please read here for more information about Career Anchors: [CareerAnchors.pdf](file:///C:\Users\nadaj\Downloads\CareerAnchors.pdf)

* **Security, stability, organizational identity**

Stability, long term, commitment, security, regular, loyalty, rooted, identifies more with company than a profession, alignment, identifies with job title, need to link to mission, vision, values, supportive, prestige, self-determination, resistant to change

* **Autonomy/independence**

Independent, prefers to have a choice, discretion, do things their way, doesn’t take direction well, constrained by bureaucracy, likes being unique, likes unique and challenging jobs, loyalty to self, self reliance, responsibility, ownership, freedom to innovate, status, distinctive

* **Technical/functional competence**

Proficiency, expertise, savvy, skill, command, judgement, knowhow, specialized, restricted, vocational, scholarly, scientific, very knowledgeable, identify with their expertise, strong self-concept, want to stay connected with their field, outstanding contributor

* **Managerial competence**

Advancement, decisive, authoritative, organizational, career growth, high income, estate building, enjoys situations of uncertainty, problem solving, influencer, leader, achiever, energized, proactive, responsibility, authority

* **Entrepreneurial/enterprising creativity**

Challenge, change, fix innovative, risk taker, problem solver, complexity, creativity, desire for personal gain and/or recognition, rooted in ownership, fast paced, few rules, innovation, will not stay with an organization a long time

* **Sense of service/dedication to a cause**

Service to others, helping providing comfort, supportive, caring, commitment to a set of values, personal recognition of a cause, world values or issues, the environment

* **Pure Challenge**

Competitive, winning, being the best, reaching for the highest, challenge, problem solving, complexity, success, difficult, stimulating, assertive, daring, risk taker, multi-tasker, multi-project, fast paced

* **Life-style integration**

Mixture, balance, work life balance, personal wellness, lifestyle oriented, health conscious, family conscious, various interests, family friends, lifestyle is the major guide to achievement, diversity

\*as presented at the Westman Human Resources Conference (Sept 2015)

**Section 6: Final thoughts**

Anything else you’d like to share about yourself at this time?

Click here to enter text.