



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):

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

(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