

Employee Counseling Intake Form

It will be helpful for you to bring a recent copy of your resume to your first counseling session.

Personal Information

First name:	Last name:
Age:	Date of birth:

Work phone:

Mobile:

Email:

Mailing address:

Work Detail

Current occupational status: Full-time/Part-time/Returning to work/Flexible

Were you referred, and by who?

Name of manager/supervisor.

Reason for referral?

Educational and Training History

Briefly list your educational history:

Briefly list your training history:

What have you enjoyed studying and learning the most?

Job History

What is your current job title? How long have you been in this position?

What is your last job title? How long were you in that position?

Briefly describe your career history:

Are there any specific difficulties or stressors in your present job?

Skills

Are there any skills you particularly enjoy using?

Are there any skills you particularly do NOT enjoy using?

Seeking Change

Is there a particular aspect of your career you would like to change? Or a new career you wish to consider?

Do you see any barriers to such change?

What Specifically Brings You Here Today

What would you like to get from our session(s)?

Do you have any concerns?

Anything Else

Is there anything else you would like me to know or be taken into account?