



## Career Perspectives

15810 Park Ten Place Suite 255 – Houston, TX 77084

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Name \_\_\_\_\_

Home Phone \_\_\_\_\_

Work Phone \_\_\_\_\_

Cell Phone \_\_\_\_\_

E-Mail \_\_\_\_\_

Date 8/26/08 \_\_\_\_\_

*PLEASE ANSWER ALL QUESTIONS AS COMPLETELY AS POSSIBLE AS THIS INFORMATION WILL ASSIST US IN BETTER UNDERSTANDING YOU, YOUR BACKGROUND AND WHAT YOU ARE LOOKING FOR IN YOUR NEXT POSITION/COMPANY.*

### **YOU'RE CAREER PERSPECTIVES**

1. Why are you looking? What is missing from your current job?
  
2. What is the job, the role you really want next? In 5 years? What is a good stepping stone to achieve this goal?
  
3. On a scale of 1-6, with 1 meaning most critical and 6 not critical, how critical is it for you to move to a new position within the next six months?
  
4. List the transportable skills, both hard and soft, which give you the ability to go to the next steps in your career?

Qualitec Professional Services, L.P.  
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5. List the critical factors that make a job fun for you, e.g. industry/industries, culture, location, work style. Which companies exemplify these traits?

6. Paint a word picture of yourself, the traits, the strengths, and the characteristics that are your make up?

7. Cite three (3) Success Stories, describing situations in which you have made an impact, either by yourself or in collaboration with others. Focus on instances that have enhanced productivity/effectiveness, continual process improvement, net profitability and market share. Over the years in public accounting, I've managed large engagements into the fold of service offerings.

8. What is a reasonable commute for you? How much overnight travel, annually as a percentage, is acceptable?

9. Do you accept relocation as a necessity for a new position? If not when first hired, what about as a part of future promotion? What five metropolitan areas would you go to today? Which should we never mention?

10. Describe your current compensation package. What was your W-2 last year? How much do you spend on benefits per month and what are your deductibles? What are your expectations for your next job? Below what figure should we not discuss a job with you?

11. Once you have accepted an offer through us, what would it take for you to withdraw your acceptance?

12. What are the current business and business-related publications you read on a regular basis?

13. Please list 5 companies you would like to work for?

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And would not work for?

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14. List 5 things you would change at your current job.

15. List 5 reasons why you should be hired over someone else?

16. List 5 adjectives to describe yourself?

17. In addition to the previous information, what else would you like us to know about you so we - and our clients - can have the fullest appreciation of what you bring to the table?

## REFERENCE RELEASE FORM

All our clients require business/ peer references from prospective candidates. Signing the disclosure statement below allows us to check your references, which will only be done when we deem it necessary to further the placement process or to verify information you have given us. **Reference information is always kept in the strictest professional confidence.**

Please provide us with the names, telephone numbers, and titles of three business and three peer references. Briefly describe your relationship to these references. If you are working, we realize that in most cases you cannot use your current supervisor as a reference. Supervisors from a previous employer are acceptable as are trusted peers in your current company.

### DISCLOSURE STATEMENT

I understand that Qualitec Recruiting Services, LP may conduct a reference check. This reference may include information regarding character, work record, general knowledge and capabilities, and reputation. The references contacted do not necessarily need to be listed below.

I hereby acknowledge that I have read and understand this statement, and hereby authorize Qualitec Recruiting Services, LP to obtain a reference check as described above.

Name (please print)\_\_\_\_\_

Address\_\_\_\_\_

City\_\_\_\_\_ State\_\_\_\_\_ Zip\_\_\_\_\_

Phone (day)\_\_\_\_\_ Evening\_\_\_\_\_

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Personal e-mail\_\_\_\_\_

Business e-mail\_\_\_\_\_

Signature\_\_\_\_\_

**PEER REFERENCES** (usually former or current co-worker w/ similar responsibilities)

**NAME**                      **TITLE**                      **COMPANY**                      **PHONE**

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**SUPERVISOR REFERENCES** (usually a former or current supervisor)

**NAME**                      **TITLE**                      **COMPANY**                      **PHONE**

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