

## CLIENT INTAKE AND QUESTIONNAIRE

Name		Home Phone	
Address		Cell Phone	
City//State/Zip		Email	

As your Career Coach, it's important for me to better understand:

- What are your immediate needs (job, direction, strategy)?
- What expectations do you have of a Career Coach (how I can help)?
- What are your present career goals?
- What efforts have you taken to reach them?
- What are you prepared to do to meet your those goals (e.g. hours per week)?

The following questions are designed to help me get to know you better (and perhaps to help you get to know yourself better too!). They are meant to be pondered and to stimulate your thinking in a way that will make our work together productive and rich. I suggest you process the questions, when possible, for a few days, before you compose your responses. Above all, have some fun with them and use them as a stepping-off point for personal inquiry.

- What inspired you to seek Career Coaching?
- What, if any, is your previous experience with Career Coaching? What specifically did you like? How could you have improved the experience?
- What would you like to get from our coaching relationship?

- In a few lines, outline your personal background.
- Where are you in your life situation right now? (Short overview)
- Name three attributes that make you a standout in the workplace.
- Name three areas where you could improve upon that would make you a stellar employee/consultant.
- If I were to check your employment references, what might they say about you?
- Describe a corporate culture that energizes and engages you?
- Reflecting on your career history, what has been your favorite role/experience and why?
- What is something that frustrates you/makes you unhappy (in the workplace)?
- Think about two people you know who inspire you. What about them is inspiring?
- In the workplace, what activities energize/motivate you? What activities deplete you?
- If you trust your coach implicitly, what tips would you share to ensure they manage you most effectively?
- As your coach, what else is important for me to know about you to ensure your success?

Please add anything else you think would add value to our relationship and if there is anything that you would like to know about me as a Career Coach, please feel free to ask.

Congratulations! Your investment in this process illustrates initiative and we love teaming with like-minded clients. We look forward to an engaging relationship.