

**Personal Career Chart**  
**Office of Career Development**  
**Point Park University**

Contact Information:

\_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_  
Today's Date / Birth Date / Student ID #

\_\_\_\_\_  
Last Name

\_\_\_\_\_  
First Name

\_\_\_\_\_  
Middle Name

Home Address: \_\_\_\_\_  
\_\_\_\_\_

Phone: \_\_\_\_\_

Home

Cell

Personal Email Address

\_\_\_\_\_  
Major/s

\_\_\_\_\_  
Concentration

\_\_\_\_\_  
Minor

Anticipated Date of Graduation/ Date Graduated: \_\_\_\_\_

Freshman    Sophomore    Junior    Senior    Alumni    Master's    Post Bacc.

**Employment Information:** *(Employment status is kept anonymous and used for statistical purposes only)*

Are you currently employed?    Yes    No   If yes -    Full-Time    Part-Time

Are you currently seeking employment?    Yes    No   Date Available for Work: \_\_\_\_\_

Company Name (if employed): \_\_\_\_\_

Title of Position: \_\_\_\_\_

Are you currently on-file with our office?    Yes    No    I would like more info

How did you find out about our department and/or services: \_\_\_\_\_

Computer Proficiencies/ Languages: \_\_\_\_\_

Foreign Language(s): \_\_\_\_\_

**Describe your career goal:**

**Describe the types of jobs you are seeking:**

Experience In Field:    Less than 1 yr.    1-3 yrs.    3-5 yrs.    Over 5 yrs.

*Continued On Other Side...*

# Personal Career Goals

Office of Career Development  
Point Park University

Acceptable Salary  \$15,000-20,000  \$20,000- \$25,000  
(Check all that apply)  \$25,000-\$30,000  \$30,000-\$40,000  \$40,000+

Geographical Preference  Pittsburgh Area Only  Northeast U.S.A  
(Check all that apply)  4 hr. Radius of Pgh.  U.S.A  Worldwide

Are you willing to travel in your position?  Yes, if light to moderate  Yes, even if frequent  No

Are you eligible to work full-time in the United States?  Yes  No

What time do you attend class:  Primarily Day  Evening Only  Saturday Accelerated Class

Disclosure Agreement: By signing below, I authorize the Office of Career Development to share the information contained in my file with perspective employers, and I understand in order to revoke this authorization, I must submit my request in writing to the Office of Career Development.

Signature

Date

## Career Development Services Request

In-Office  Phone  Email  Workshop/presentation

### Primary Focus: (check all that apply)

- Resume Review
- Cover Letter Review
- Interview Preparation
- Employer Research
- Job Postings
- Career Fairs
- Salary Negotiations
- Assessment
- PPU Resources
- Pioneer Pathways
- Networking
- Other: \_\_\_\_\_

### Primary Goal: (check all that apply)

- Part-Time Job Search
- Full-Time Job Search
- Internship
- Career Direction
- Graduate School
- Other: \_\_\_\_\_