

University Career Services (UCS) – University of Virginia

Student Information Form (first-time appointments)

We are glad you have scheduled an appointment to talk about your major and career plans! Making informed choices about your goals is important and since it's important to you, it's important to us! That's why we'd like to learn a more about you so that we can make sure your needs are met. We look forward to working with you and addressing your questions, ideas, concerns, and/or next steps regarding major and career goals!

Please complete this before your first appointment and bring it with you to UCS. Just give it to the counselor you are meeting with at the start of your appointment and they'll review with you to get the discussion started!

First Name _____ **Last Name** _____

What is your classification? (please circle) 1st year 2nd year 3rd year 4th year 5th year Graduate Student

What is your (intended) major? _____

How did you find out about UCS counseling/advising appointments (check all that apply)?

- | | |
|---|---|
| <input type="checkbox"/> Friends/Peers | <input type="checkbox"/> Parents/Family |
| <input type="checkbox"/> Professors or Advisor | <input type="checkbox"/> Attended a UCS program/event |
| <input type="checkbox"/> Office of African American Affairs | <input type="checkbox"/> Office of the Dean of Students |
| <input type="checkbox"/> Clubs/Organizations | <input type="checkbox"/> Counseling and Psychological Services (CAPS) |
| <input type="checkbox"/> UCS Webpage | <input type="checkbox"/> Association Dean (Garrett Hall Advisor) |
| <input type="checkbox"/> CPE (Career Peer Educator) at UCS | |
| <input type="checkbox"/> Affiliate Career Services (ie: Commerce, Engineering, Education Career Services) | |
| <input type="checkbox"/> Other, please specify _____ | |

Which statement *best* characterizes where you currently are in the process of choosing a major (if undeclared) or identifying a career goal?

- I'm not sure what interests me or what I'd be good at
- I'm exploring options
- I have no plan, but feel like I need one
- I have a lot of interests and I'm having a hard time narrowing them down
- I know what I want, I just need a little help getting there
- I had a plan, but it's not working out
- I'm not really sure...my parents suggested I come

Major and career issues are important issues that take time and focus to address. Please distinguish which issues you would like to discuss today and others for a future date:

TODAY		FUTURE DATE
	Taking one of the career assessments (Myers-Briggs; Strong Interest Inventory; Self-Directed Search)	
	Choosing a major/learn more about how my major relates to career options	
	Researching career options /prospective employers	
	Resume/cover letter writing	
	Search strategies for externship (job shadowing), internship, or full-time job	
	Interviewing strategies/mock interview	
	Graduate OR professional (includes health and law) school—is it something I want to do and/or how important is it as a step toward my career goals	
	Graduate OR professional school application procedures and timelines	
	Negotiating a job offer/salary	
	I don't have anything specific in mind, I just want to see what UCS is all about	

How urgent is/are your concern(s) for today?

Not at
all urgent

Extremely
urgent

1 2 3 4 5 6 7 8 9 10

What are your career interests? Please rank order your top 3 by indicating 1, 2, 3

- | | | |
|---|---|--|
| <input type="checkbox"/> Accounting | <input type="checkbox"/> Advertising/Public Relations | <input type="checkbox"/> Marketing/Market Research |
| <input type="checkbox"/> Arts/Entertainment | <input type="checkbox"/> Business Services | <input type="checkbox"/> Media/Publishing |
| <input type="checkbox"/> Buying/Retail | <input type="checkbox"/> Computer Science/ IT | <input type="checkbox"/> Not-for-Profit |
| <input type="checkbox"/> Consulting | <input type="checkbox"/> Design/Architecture | <input type="checkbox"/> Sales/Real-Estate |
| <input type="checkbox"/> Education/Training | <input type="checkbox"/> Engineering | <input type="checkbox"/> Science/Research |
| <input type="checkbox"/> Financial Services | <input type="checkbox"/> Government | <input type="checkbox"/> Social Services |
| <input type="checkbox"/> Health Care | <input type="checkbox"/> Hospitality/Event Planning | <input type="checkbox"/> Sports/Recreation |
| <input type="checkbox"/> Human Resources | <input type="checkbox"/> Banking/Investments | <input type="checkbox"/> Tourism |
| <input type="checkbox"/> Law/Legal Services | <input type="checkbox"/> Management/Administration | <input type="checkbox"/> Not sure |

What are your most important considerations in choosing a major/career?

Please rank order your top 3 by indicating 1, 2, 3

- | | |
|---|--|
| <input type="checkbox"/> Location | <input type="checkbox"/> Salary |
| <input type="checkbox"/> Prestige | <input type="checkbox"/> Meeting family/cultural expectations |
| <input type="checkbox"/> Making a difference | <input type="checkbox"/> Advancement |
| <input type="checkbox"/> Personal interests | <input type="checkbox"/> Pursuing a major or work I'm passionate about |
| <input type="checkbox"/> Benefits (ie: vacation, health coverage) | <input type="checkbox"/> Other, please specify _____ |

What have your primary sources of information for choosing a major/career been so far?

Please rank order your top 3 by indicating 1, 2, 3

- | | |
|---|---|
| <input type="checkbox"/> Friends/Peers | <input type="checkbox"/> Parents/Family |
| <input type="checkbox"/> Professors/Advisors | <input type="checkbox"/> Supervisors/Mentors |
| <input type="checkbox"/> Office of African American Affairs | <input type="checkbox"/> Dean of Students Office |
| <input type="checkbox"/> Clubs/Organizations | <input type="checkbox"/> Counseling and Psychological Services (CAPS) |
| <input type="checkbox"/> Internet | <input type="checkbox"/> Association Dean (Garrett Hall Advisor) |
| <input type="checkbox"/> Affiliate Career Services (ie: Commerce/Engineering/Education Career Services) | |
| <input type="checkbox"/> Other, please specify | |

What steps, if any, have you taken before making this appointment?

What co-curricular activities have you been involved in at U.Va.?

What do you do for fun?

Is there any additional information you would like to share that could assist us in helping you?