

**Point Park University**  
**Office of Career Development Intake Form**

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.

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

How did you find out about our department?  Student  Student Success Center  Faculty  Staff  
 Workshop/Presentation  Flyers  Email  Website  Banner  The Globe  Pioneer Magazine  
 Other: \_\_\_\_\_

**Career Development Appointment Request**

In-Office  Phone  Email

**Availability to Meet with a Career Counselor**

Monday  Tuesday  Wednesday  Thursday  Friday  Saturday  
 Morning  Afternoon  Evening

**Services Requested (check all that apply)**

Resume Review  Cover Letter Review  Interview Preparation  Employer Research  Job Postings  
 Career Fairs  Salary Negotiations  Assessment  PPU Resources  Networking  
 Point Park Career Network  Other: \_\_\_\_\_

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

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

**Disclosure Agreement: By signing below, I understand that the Office of Career Development is a resource center and is not responsible for placing students and alumni in employment or internship positions.**

**Signature**

**Date**