# Austin Search Candidate Pre-Search Assessment

Thank you for selecting Austin Search during your current search. We specialize exclusively in the search and placement of Engineering Professionals for some of the nation’s finest employers.

We are trying to best represent your resume to our client. Our clients are understandably becoming more demanding about the data your resume reflects, its accuracy and conciseness.

* Please insure that dates of employment are accurate and can be supported in a background check.
* Please include all jobs and enumerate all experience that relates directly to the job description, especially as it applies to work done in the last 5 years.
* Please accurately reflect your graduation year and list GPA if it is over a 3.0.

We may use your summary statement to introduce you and not include in the resume itself if we feel it will better capture the attention of our client.

Degrees are non-negotiable, 98% of the time. If our clients are open to non degreed professional, it will be in the job description.

Please fill out the pre-search assessment so that we have a clear indication of your strengths, expectations financially, your locale restraints and activity level so we do not duplicate your efforts.

We look forward to effectively working with you.

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| Name: |  |
| Phone: |  |
| Email: |  |
| Date: |  |
| 1. Your current (or most recent) position title: | |
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| 1. What is motivating your decision to leave your current job? | |
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| 1. Describe your search activity over the past 3 to 6 months. Please include any information about interviews and/or offers you have had as well as the types of positions, etc. Where have you sent your resume? | |
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| 1. Describe in detail what you would be doing in your ideal next position. The more detail you provide the better for us to understand your career aspirations. | |
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| 1. Where in the US are you willing to work? Are you willing to relocate? If yes, to what area? | |
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| 1. What is your total compensation package? Please include base, bonus, incentives, stock, etc., and list each separately. What type of package do you expect in your next move? | |
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| 1. What have you done to find another job? Do any other recruiters have your resume? Have you forwarded your resume to any companies via the internet? Which ones? | |
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| 1. List any additional companies in which you have respect, but for confidentiality reasons are unable to approach? | |
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| 1. Are there any companies to avoid in our search? | |
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| 1. Can you supply three work contacts who would serve as references for you when our clients require us to do references on you? | |
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| 1. What have you actually done that has caused you to stand out among your peers? | |
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| 1. What have you done that has generated income for your department or company | |
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| 1. What have you done that has reduced your department or company’s cost. | |
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| 1. What have you done that has saved time or increased the work flow in your department or company? | |
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| 1. Where can we reach you if the contact information on your resume changes? (Parents, children, close friend?) | |
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