

# Career Coaching Client Intake Assessment

Please complete this assessment to help us understand your career background, current challenges, and professional goals. This document will be used to customize your career coaching sessions.

## 1. Personal Information

Full Name:

Email Address:

Phone Number:

Current Location (City, State/Country):

LinkedIn Profile URL:

## 2. Current Professional Status

Current Job Title:

Current Employer / Organization:

Years of Professional Experience:

Industry / Field:

## 3. Career Objectives & Coaching Goals

What is your primary reason for seeking career coaching at this time?

What is your immediate career goal (next 3 to 6 months)?

What is your long-term career vision (next 2 to 5 years)?

Describe your ideal next role (Title, Industry, and Work Environment):

## 4. Challenges & Obstacles

What is the biggest challenge or obstacle you are currently facing in your career?

What do you feel is holding you back from achieving your professional goals?

## 5. Key Skills & Strengths

List your top three professional strengths or core competencies:

List any technical skills or certifications relevant to your career path:

What areas of professional development do you want to work on (e.g., leadership, public speaking, networking)?

## **6. Expectations & Logistics**

What are your main expectations from your career coach?

How did you hear about our career coaching services?

Preferred days and times for coaching sessions: