



Career Counseling Services Intake Form

Date: _____

Rank: _____

Last Name: _____

First Name: _____

Email Address: _____

Primary Phone: _____

Unit: _____

MOS: _____

DoD#: _____

1. Career Standards Summary

- Have you received a CSFL Overview brief? YES NO
- Have you received an Individual Development Plan (IDP) Overview brief? YES NO
- Have you registered with E-Benefits? YES NO
- Do you have a resume? YES NO
- Do you have a cover letter? YES NO
- Do you have a valid driver's license? YES NO

2. Financial Summary

- Have you received a Blended Retirement System Brief? YES NO
- Have you received a Financial Literacy brief? YES NO
- Do you have a 12 Month Budget? YES NO
- Are you planning to file for Unemployment? YES NO

3. Highest Level of Education?

High School Diploma Associates' Bachelors' Graduate Other

Field of Study? _____

GPA: _____

4. Any Special Certifications?

Certification

Certification Number

Certification Expiration

5. Field of work you are interested in pursuing?

6. What was your last salary? What salary range will you be seeking?

7. Immediate challenges you may be facing that you want us to know about?