

UVA Office of Dual Career Recruitment Intake Questionnaire

Thank you for your interest in employment assistance provided by the UVA Office of Dual Career Recruitment.

Please answer the following questions and attach an up-to-date resume or curriculum vitae and return to dkd3u@virginia.edu.

1. What is the name of your spouse?
2. What is their affiliation with the University of Virginia?
 Faculty appointment: Department:
 Potential Faculty appointment: Department:
3. How did you hear about the UVA Office of Dual Career Recruitment?
4. What is the best method to contact you?
 E-mail:
 Phone:
5. When are you available to begin employment?
6. Do you have an interest in:
 UVA employment
 Companies external to UVA
 Both UVA and external companies
7. What type(s) of jobs are you interested in?
8. What do you consider a reasonable commute time from your residence?
9. Please check below the job search strategies you have employed
 UVA website Monster.com

- Careerbuilder.com Hot Jobs.com
- Newspaper(s): _____
- Other: _____

10. I expect the following employment assistance service(s):

- Job search Assistance
- Individual Advising Session
- Networking Opportunities
- Interviews scheduled while visiting Charlottesville
- Resume/Cover Letter Preparation Assistance
- Interview Coaching
- Career Planning
- Community Information

11. Please provide three professional work references to include name, company, work title, e-mail and phone number.

- 1.
- 2.
- 3.

12. Please use this space to provide any additional relevant information.