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**Intake Coordinator: Questionnaire**

Thanks for your interest in our intake coordinator position. We are looking for a very special person who loves people, who is fun, hardworking, positive, with great communication skills We want to find the right person so it is a good fit for us and a good fit for you, someone who can grow with us. So please fill in this little survey using your computer, not hand written. Write as much as you like. Please email it back to us at cfscjobs@gmail.com as soon as possible. Please put your name and the title of this document in the subject line.

Thanks,

Daniel Klein, Psy.D., L.P.

Managing Director, Child and Family Solutions Center

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| Your Name:  Address:  Best phone # to reach you:  Email: | |
| 1. Tell us briefly why you are interested in our position? |  |
| 1. What days and hours are you available to work? |  |
| 1. What are your short- and long-term career goals? |  |
| 1. How comfortable are you with role-playing as a way to learn the way we'd like you to interact with our clients? |  |
| 1. How do you respond to people when they are anxious or depressed or stressed? |  |
| 1. What experience do you have working professionally with insurance benefits? |  |
| 1. Which do you prefer:   Being your own boss and taking the initiative?  Consulting with others and working things out? |  |
| 1. What things do you find most challenging in a work environment? |  |
| 1. What are your boundaries regarding the separation between personal and work life? |  |
| 1. What do you do for fun and to maintain a   balance in your life? |  |
| 1. What are the reasons you are looking for a new opportunity? |  |
| 1. This position is currently budgeted for roughly a 30 hour a week/ hourly based position. What are your salary requirements? |  |
| 1. Anything else you would like us to know about you? Any questions for us? |  |