**Career Advisors Online Intake Form**



Take advantage of PNC’s [**Career Advisors**](https://pathfinder-prd.ps.pnc.com/psp/ps/EMPLOYEE/EMPL/s/WEBLIB_IS_AW.ISCRIPT1.FieldFormula.IScript_AssemblePage?AWGroupID=Z_CAREER_TOOLS_AND_RESOURCES&AWPageID=Z_CAREER_TOOLS_AND_RESOURCES&AWObjName=Z_CAREER_TOOLS_AND_RESOURC_LPG) service by fully completing this form and then e-mailing it as an attachment to **CareerAdvisors@pnc.com** or by calling **877-725-6551.**

**Name:** Click here to enter text.

**Date:** Click here to enter text.

**LOB:** Click here to enter text.

**Work City:** Click here to enter text.

**Preferred Contact Number (to be used for appointments/scheduling):** Click here to enter text.

**Work E-mail (to be used for appointment invitations, etc.):** Click here to enter text.

**Please remember to provide detailed information so that we can best assist you.**

**Primary Reason for Calling:**

*Please provide a few bullets on what you are looking to cover during your call and potential issues you are having right now. The more information you can provide in these sections, the better the Career Advisors can assist you with your goal.*

Click here to enter text.

**Development:** *Type here in detail what you would like to discuss with a Career Advisor regarding your development...*

Click here to enter text.

**Career Exploration:** *Type here in detail what you would like to discuss with a Career Advisor regarding career opportunities within PNC Bank…*

Click here to enter text.

**Other:** *If you would like to speak with a Career Advisor regarding something else, type here in detail what you would like to discuss…*

Click here to enter text.

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| --- |
| **Have you had the opportunity to take advantage of any of the following tools/resources?** *(Please check all boxes that apply)* |
| **CareerCompass** | **Development** | **Job Posting** |
| [ ]  Competency Assessment[ ]  Career Profile[ ]  Career Worksheet [ ]  Development Plan[ ]  Know Yourself Worksheet[ ]  Roles Across PNC | [ ]  Working with manager on a Development Plan[ ]  Taken courses within ***MyLearning*** (not including required training)[ ]  Job shadowing | [ ]  ***InsideTrack***[ ]  Search Agent Manager/Job Alerts[ ]  Updated Resume uploaded[ ]  Updated Cover Letter uploaded |

**Scheduling an Appointment with a Career Advisor:**

To maximize your personalized experience, appointments are scheduled Monday through Friday, 9 AM to 5 PM ET at least one week after we receive this form. *We use this time to conduct research based on the information you provided above.* Sessions generally last about 30 minutes. Please provide two desired meeting options and select whether you prefer a phone or Skype session.

|  |  |
| --- | --- |
| **Date:** Click here to enter a date.**Time:** Select a time. | **Date:** Click here to enter a date.**Time:** Select a time. |
| [ ]  Skype (*This is the preferred option to get the maximum benefit from your meeting, so please ensure you have Skype capability at your meeting location.)*[ ]  Phone: |

**Employees are strongly encouraged to engage their managers in this process as part of their ongoing dialogue around development.**

**Are you open to notifying your supervisor about your appointment with a Career Advisor? (Not required)**

[ ]  **Yes** [ ]  **No** [ ]  **Maybe**

***If you must cancel or reschedule your appointment, please send a notification at your earliest convenience or you may call the Career Advisor line at 877-725-6551.***

**Career Advisor USE ONLY**

**T2CA Meeting:**

* **Date:** Click here to enter a date.
* **Time:** Select a time.

**T2 Career Advisor Name:** Click here to enter text.