



## Work History Form

Now we would like you to tell us about your work history. There are a lot of things we would like to know about each position. We need to know the **employer, location, dates** of employment, your **titles**, and **salary** history. We would also be interested in knowing what your **expectations** were for each job, your **responsibilities/accountabilities**, what you **found** upon entering the job, what major **challenges** you faced and how they were handled. What were your most significant **accomplishments** as well as **mistakes**, and what were the **most enjoyable** and **least enjoyable** aspects of each job? What was each **supervisor** like and what would you **guess** each really felt were your strengths and weak points? Finally, we would like to know the circumstances under which you **left** each position. Please go back and start with your **first full time job** and come forward chronologically.

### Overview of Form:

1. What was the name of the **employer, location**, and **dates** of employment?
2. What was your job **title**?
3. What were the starting and final levels of **compensation**?
4. What were your **expectations** for the job?
5. What were your **responsibilities** and **accountabilities**?
6. What did you **find** when you arrived? What shape was the job in—talent, performance, resources, problems? What major **challenges** did you face?
7. What results were achieved in terms of **successes** and **accomplishments**? How were they achieved?
8. We all make **mistakes**—what would you say were mistakes or failures experienced in this job? If you could wind the clock back, what would you do differently?
9. All jobs seem to have their pluses and minuses; what were the **most enjoyable** or rewarding aspects of this job?
10. What were the **least enjoyable** aspects of the job?
11. What sort of **talent** did you inherit? What changes did you make, how, and how many As, Bs, and Cs did you end up with?
12. What **circumstances** contributed to your leaving?
13. What was your **supervisor's name** and title? **Where** is that person now? Would you be willing to arrange for us to talk with him/her?
14. What is/was it like working for him/her and what were his/her **strengths** and **shortcomings** as a supervisor, from your point of view?
15. What is your **best guess** as to what your supervisors honestly felt were/are your **strengths, weak points**, and **overall performance**?

# WORK HISTORY FORM 1

1. \_\_\_\_\_  
Employer Starting date (mo./yr.) Final (mo./yr.)  
\_\_\_\_\_  
Location Type of business  
\_\_\_\_\_  
Description of company \_\_\_\_\_

2. Title \_\_\_\_\_  
3. Salary (Starting) \_\_\_\_\_  
    Base \$ \_\_\_\_\_  
    Bonus \$ \_\_\_\_\_  
    Other \$ \_\_\_\_\_  
Salary (Final) \_\_\_\_\_  
    Base \$ \_\_\_\_\_  
    Bonus \$ \_\_\_\_\_  
    Other \$ \_\_\_\_\_

4. Expectations \_\_\_\_\_  
\_\_\_\_\_

5. Responsibilities/Accountabilities \_\_\_\_\_  
\_\_\_\_\_

6. "Found" (Major Challenges) \_\_\_\_\_  
\_\_\_\_\_

7. Successes/Accomplishments (How achieved?) \_\_\_\_\_  
\_\_\_\_\_

8. Failures/Mistakes (Why?) (Do differently?) \_\_\_\_\_  
\_\_\_\_\_

9. Most Enjoyable \_\_\_\_\_

10. Least Enjoyable \_\_\_\_\_

11. Talent \_\_\_\_\_

12. Reasons for Leaving \_\_\_\_\_

## ***SUPERVISOR***

13. \_\_\_\_\_  
Supervisor's Name Title

\_\_\_\_\_ Where Now Permission to Contact?

14. Appraisal of Supervisor

Their Strengths \_\_\_\_\_

Their Shortcomings \_\_\_\_\_

15. Best guess as to what they really felt at that time were **your** strengths, weak points, and overall performance rating:

**STRENGTHS**

**WEAK POINTS**

Overall Performance Rating \_\_\_\_\_

# WORK HISTORY FORM 2

1. \_\_\_\_\_  
 Employer Starting date (mo./yr.) Final (mo./yr.)  
 \_\_\_\_\_  
 Location Type of business  
 \_\_\_\_\_  
 Description of company \_\_\_\_\_

2. Title \_\_\_\_\_

3. Salary (Starting) _____ <table style="display: inline-table; border: none; vertical-align: middle;"> <tr><td style="border: none;">Base</td><td style="border: none;">\$</td><td style="border: none;">_____</td></tr> <tr><td style="border: none;">Bonus</td><td style="border: none;">\$</td><td style="border: none;">_____</td></tr> <tr><td style="border: none;">Other</td><td style="border: none;">\$</td><td style="border: none;">_____</td></tr> </table>	Base	\$	_____	Bonus	\$	_____	Other	\$	_____	} Salary (Final) _____	<table style="display: inline-table; border: none; vertical-align: middle;"> <tr><td style="border: none;">Base</td><td style="border: none;">\$</td><td style="border: none;">_____</td></tr> <tr><td style="border: none;">Bonus</td><td style="border: none;">\$</td><td style="border: none;">_____</td></tr> <tr><td style="border: none;">Other</td><td style="border: none;">\$</td><td style="border: none;">_____</td></tr> </table>	Base	\$	_____	Bonus	\$	_____	Other	\$	_____
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Bonus	\$	_____																		
Other	\$	_____																		

4. Expectations \_\_\_\_\_  
 \_\_\_\_\_

5. Responsibilities/Accountabilities \_\_\_\_\_  
 \_\_\_\_\_

6. "Found" (Major Challenges) \_\_\_\_\_  
 \_\_\_\_\_

7. Successes/Accomplishments (How achieved?) \_\_\_\_\_  
 \_\_\_\_\_

8. Failures/Mistakes (Why?) (Do differently?) \_\_\_\_\_  
 \_\_\_\_\_

9. Most Enjoyable \_\_\_\_\_

10. Least Enjoyable \_\_\_\_\_

11. Talent \_\_\_\_\_

12. Reasons for Leaving \_\_\_\_\_

## SUPERVISOR

13. \_\_\_\_\_  
 Supervisor's Name Title  
 \_\_\_\_\_  
 Where Now Permission to Contact?  
 \_\_\_\_\_

14. Appraisal of Supervisor  
 Their Strengths \_\_\_\_\_  
 Their Shortcomings \_\_\_\_\_

15. Best guess as to what they really felt at that time were **your** strengths, weak points, and overall performance rating:

**STRENGTHS**

**WEAK POINTS**

Overall Performance Rating \_\_\_\_\_

# WORK HISTORY FORM 3

1. \_\_\_\_\_  
 Employer Starting date (mo./yr.) Final (mo./yr.)  
 \_\_\_\_\_  
 Location Type of business  
 \_\_\_\_\_  
 Description of company \_\_\_\_\_

2. Title \_\_\_\_\_

3. Salary (Starting) _____ { Base \$ _____ Bonus \$ _____ Other \$ _____ }	Salary (Final) _____	{ Base \$ _____ Bonus \$ _____ Other \$ _____ }
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4. Expectations \_\_\_\_\_  
 \_\_\_\_\_

5. Responsibilities/Accountabilities \_\_\_\_\_  
 \_\_\_\_\_

6. "Found" (Major Challenges) \_\_\_\_\_  
 \_\_\_\_\_

7. Successes/Accomplishments (How achieved?) \_\_\_\_\_  
 \_\_\_\_\_

8. Failures/Mistakes (Why?) (Do differently?) \_\_\_\_\_  
 \_\_\_\_\_

9. Most Enjoyable \_\_\_\_\_

10. Least Enjoyable \_\_\_\_\_

11. Talent \_\_\_\_\_

12. Reasons for Leaving \_\_\_\_\_

## SUPERVISOR

13. \_\_\_\_\_  
 Supervisor's Name Title  
 \_\_\_\_\_  
 Where Now Permission to Contact?  
 \_\_\_\_\_

14. Appraisal of Supervisor  
 Their Strengths \_\_\_\_\_  
 Their Shortcomings \_\_\_\_\_

15. Best guess as to what they really felt at that time were **your** strengths, weak points, and overall performance rating:

**STRENGTHS**

**WEAK POINTS**

Overall Performance Rating \_\_\_\_\_

# WORK HISTORY FORM 4

1. \_\_\_\_\_  
 Employer Starting date (mo./yr.) Final (mo./yr.)  
 \_\_\_\_\_  
 Location Type of business  
 \_\_\_\_\_  
 Description of company \_\_\_\_\_

2. Title \_\_\_\_\_

3. Salary (Starting) _____ <table style="display: inline-table; vertical-align: middle; border: none;"> <tr><td style="border: none;">Base</td><td style="border: none;">\$</td><td style="border: none;">_____</td></tr> <tr><td style="border: none;">Bonus</td><td style="border: none;">\$</td><td style="border: none;">_____</td></tr> <tr><td style="border: none;">Other</td><td style="border: none;">\$</td><td style="border: none;">_____</td></tr> </table>	Base	\$	_____	Bonus	\$	_____	Other	\$	_____	} Salary (Final) _____	<table style="display: inline-table; vertical-align: middle; border: none;"> <tr><td style="border: none;">Base</td><td style="border: none;">\$</td><td style="border: none;">_____</td></tr> <tr><td style="border: none;">Bonus</td><td style="border: none;">\$</td><td style="border: none;">_____</td></tr> <tr><td style="border: none;">Other</td><td style="border: none;">\$</td><td style="border: none;">_____</td></tr> </table>	Base	\$	_____	Bonus	\$	_____	Other	\$	_____
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Bonus	\$	_____																		
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Bonus	\$	_____																		
Other	\$	_____																		

4. Expectations \_\_\_\_\_  
 \_\_\_\_\_

5. Responsibilities/Accountabilities \_\_\_\_\_  
 \_\_\_\_\_

6. "Found" (Major Challenges) \_\_\_\_\_  
 \_\_\_\_\_

7. Successes/Accomplishments (How achieved?) \_\_\_\_\_  
 \_\_\_\_\_

8. Failures/Mistakes (Why?) (Do differently?) \_\_\_\_\_  
 \_\_\_\_\_

9. Most Enjoyable \_\_\_\_\_

10. Least Enjoyable \_\_\_\_\_

11. Talent \_\_\_\_\_

12. Reasons for Leaving \_\_\_\_\_

## SUPERVISOR

13. \_\_\_\_\_  
 Supervisor's Name Title

\_\_\_\_\_ Permission to Contact?  
 Where Now

14. Appraisal of Supervisor  
 Their Strengths \_\_\_\_\_

Their Shortcomings \_\_\_\_\_

15. Best guess as to what they really felt at that time were **your** strengths, weak points, and overall performance rating:

**STRENGTHS**

**WEAK POINTS**

Overall Performance Rating \_\_\_\_\_

# WORK HISTORY FORM 5

1. \_\_\_\_\_  
Employer Starting date (mo./yr.) Final (mo./yr.)  
\_\_\_\_\_  
Location Type of business  
Description of company\_\_\_\_\_

2. Title \_\_\_\_\_  
3. Salary (Starting) \_\_\_\_\_  
    Base \$ \_\_\_\_\_  
    Bonus \$ \_\_\_\_\_  
    Other \$ \_\_\_\_\_  
Salary (Final) \_\_\_\_\_  
    Base \$ \_\_\_\_\_  
    Bonus \$ \_\_\_\_\_  
    Other \$ \_\_\_\_\_

4. Expectations \_\_\_\_\_  
\_\_\_\_\_

5. Responsibilities/Accountabilities \_\_\_\_\_  
\_\_\_\_\_

6. "Found" (Major Challenges) \_\_\_\_\_  
\_\_\_\_\_

7. Successes/Accomplishments (How achieved?) \_\_\_\_\_  
\_\_\_\_\_

8. Failures/Mistakes (Why?) (Do differently?) \_\_\_\_\_  
\_\_\_\_\_

9. Most Enjoyable \_\_\_\_\_  
\_\_\_\_\_

10. Least Enjoyable \_\_\_\_\_  
\_\_\_\_\_

11. Talent \_\_\_\_\_  
\_\_\_\_\_

12. Reasons for Leaving \_\_\_\_\_  
\_\_\_\_\_

## ***SUPERVISOR***

13. \_\_\_\_\_  
Supervisor's Name Title  
\_\_\_\_\_  
Where Now Permission to Contact?

14. Appraisal of Supervisor  
Their Strengths \_\_\_\_\_  
Their Shortcomings \_\_\_\_\_

15. Best guess as to what they really felt at that time were **your** strengths, weak points, and overall performance rating:  
\_\_\_\_\_  
**STRENGTHS** | **WEAK POINTS**

Overall Performance Rating \_\_\_\_\_

# WORK HISTORY FORM 6

1. \_\_\_\_\_  
 Employer Starting date (mo./yr.) Final (mo./yr.)  
 \_\_\_\_\_  
 Location Type of business  
 \_\_\_\_\_  
 Description of company \_\_\_\_\_

2. Title \_\_\_\_\_

3. Salary (Starting) _____ <table style="display: inline-table; border: none; vertical-align: middle;"> <tr><td style="border: none;">Base</td><td style="border: none;">\$</td><td style="border: none;">_____</td></tr> <tr><td style="border: none;">Bonus</td><td style="border: none;">\$</td><td style="border: none;">_____</td></tr> <tr><td style="border: none;">Other</td><td style="border: none;">\$</td><td style="border: none;">_____</td></tr> </table>	Base	\$	_____	Bonus	\$	_____	Other	\$	_____	} Salary (Final) _____	<table style="display: inline-table; border: none; vertical-align: middle;"> <tr><td style="border: none;">Base</td><td style="border: none;">\$</td><td style="border: none;">_____</td></tr> <tr><td style="border: none;">Bonus</td><td style="border: none;">\$</td><td style="border: none;">_____</td></tr> <tr><td style="border: none;">Other</td><td style="border: none;">\$</td><td style="border: none;">_____</td></tr> </table>	Base	\$	_____	Bonus	\$	_____	Other	\$	_____
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Base	\$	_____																		
Bonus	\$	_____																		
Other	\$	_____																		

4. Expectations \_\_\_\_\_  
 \_\_\_\_\_

5. Responsibilities/Accountabilities \_\_\_\_\_  
 \_\_\_\_\_

6. "Found" (Major Challenges) \_\_\_\_\_  
 \_\_\_\_\_

7. Successes/Accomplishments (How achieved?) \_\_\_\_\_  
 \_\_\_\_\_

8. Failures/Mistakes (Why?) (Do differently?) \_\_\_\_\_  
 \_\_\_\_\_

9. Most Enjoyable \_\_\_\_\_

10. Least Enjoyable \_\_\_\_\_

11. Talent \_\_\_\_\_

12. Reasons for Leaving \_\_\_\_\_

## SUPERVISOR

13. \_\_\_\_\_  
 Supervisor's Name Title

\_\_\_\_\_ Permission to Contact?  
 Where Now

14. Appraisal of Supervisor  
 Their Strengths \_\_\_\_\_

Their Shortcomings \_\_\_\_\_

15. Best guess as to what they really felt at that time were **your** strengths, weak points, and overall performance rating:

<b>STRENGTHS</b>	<b>WEAK POINTS</b>
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Overall Performance Rating \_\_\_\_\_