



# HKA

## Staffing Services

662 Waukegan Road ♦ Glenview, IL 60025  
(847) 998-9300 (847) 729-6941 fax  
email: mpaula@hkastaffing.com

**Please return this "Candidate Profile" Sheet by e-mail or fax immediately, along with a current copy of your resume. All information will be kept strictly confidential.**

Name:

Home Phone:

Work Phone:

Cell Phone:

What did you W-2 in 2001?

Current Base Salary: \$

Bonus:

Minimum Salary Expected:

Area of town you want to work?

Maximum Commute?

Why do you want to change positions at this time? **(Please be specific)**

What was the reason you left your last company?

What are you looking for in your next company that you can't get with your present employer?

What makes you stand out among your peers?

What have you accomplished in the last two years professionally that would help us sell you to a prospective employer? (i.e. increase in revenues billable hours etc..)

Do you have management experience?

If yes, please explain number of people managed and in what capacity.

If you have sales experience, please answer the following regarding your sales call activity.

- Average daily prospecting calls? (In-person cold calls)
- Average daily telephone prospecting calls?
- Average weekly pre-set appointments?

How would your current Supervisor best describe you?

List three of your strongest strengths?

- 1.
- 2.
- 3.

List three **Colleagues** and one current or past **Supervisor** as references.  
(Please list current co-workers as Colleagues)

	<b>Name</b>	<b>Company</b>	<b>Title</b>	<b>Phone</b>
1.				
2.				
3.				
4.				

HKA STAFFING SERVICES is currently recruiting professionals with your background. Defining and marketing your talents is our business and it is provided as a service to you at no cost. HKA STAFFING SERVICES is an "employer fee paid" company. Our goal is to develop a long term, personal and confidential relationship with you in order to help direct your career in the path you desire.

Thank you for allowing HKA STAFFING SERVICES to assist you in your current search for a better career opportunity.