

# Staff Profile Template

## Section 1 - Employee/Associate/Contractor to complete

### Name

Title		First Name		Last Name	
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### Resource Type

Employee	<input type="checkbox"/>	Contractor	<input type="checkbox"/>	Associate	<input type="checkbox"/>
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### Professional Qualifications

Psychologist	<input type="checkbox"/>	Chaplain	<input type="checkbox"/>	Management Coach	<input type="checkbox"/>
Social Worker	<input type="checkbox"/>	Mediator	<input type="checkbox"/>	Vocational/Career Coach	<input type="checkbox"/>
Counsellor	<input type="checkbox"/>	Trainer	<input type="checkbox"/>		

### Consultant Classification

Consultant	<input type="checkbox"/>	Senior Consultant	<input type="checkbox"/>	Principal Consultant	<input type="checkbox"/>
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### Services Willing to Provide

People Assist	Exxtend	Return to Work
Employee Assist	Conflict Resolution Services	Job seeking services
Manager Assist	Mediation	Occupational rehabilitation
Career Assist	Facilitated Discussions	Early intervention
Conflict Assist	Training services	Assessment services
Lifestyle Assist	Career services	
<b>Rapid Response</b>	Outplacement & Career Coaching	
Critical Incident Debriefing	Coaching	
General Debriefing	Organisational Consulting	
Professional Supervision	Health & Wellbeing Assessments	

PC&L to confirm willingness to provide and demonstrated competency /CVI accreditation at Induction

### Location (State/Region)

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### Willingness to Travel

<table border="1" style="width: 100%; border-collapse: collapse;"> <tr><td style="width: 50%; text-align: center;">&lt;15kms</td><td style="width: 50%;"></td></tr> <tr><td style="text-align: center;">50-75kms</td><td></td></tr> </table>	<15kms		50-75kms		<table border="1" style="width: 100%; border-collapse: collapse;"> <tr><td style="width: 50%; text-align: center;">15-25kms</td><td style="width: 50%;"></td></tr> <tr><td style="text-align: center;">75-100kms</td><td></td></tr> </table>	15-25kms		75-100kms		<table border="1" style="width: 100%; border-collapse: collapse;"> <tr><td style="width: 50%; text-align: center;">25-50kms</td><td style="width: 50%;"></td></tr> <tr><td style="text-align: center;">&gt;100kms</td><td></td></tr> </table>	25-50kms		>100kms		
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### Hourly Rates (checking process-please update rates on EAP exec)

Please refer to PC&L if further discussion is needed

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### Availability (Days/Times/Afterhours/Weekends)

Day	AM	PM	Afterhours
Monday			
Tuesday			
Wednesday			
Thursday			
Friday			
Saturday			
Sunday			

Check to confirm  
Currency

## Section 2 – Office Use Only

### Skills Assessment (Key Areas of Expertise)

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**Types of Consulting Work Undertaken (e.g. training courses, workshops facilitated etc.)**

Industry			
	Private sector	Organisation/s	
	Public sector		

Workforce	
	Blue collar
	White collar

Occupations	
	Admin
	Management
	Other

**Customer Experience**

**Feedback (including any Consultant Alerts)**

**General Comments**