



R.C. CONSULTING-LLC.  
 ROMONA CAMARATA  
 PRESIDENT  
 317.258.2761  
 “Helping You Help Yourself”

**OVERVIEW OF CAREER SERVICES**

**Overview of Some Career Counseling Services**

We are pleased that you are considering *R. C. Consulting, LLC.* services for your career counseling needs. We look forward to the successful attainment of your goals as we guide you through this important process of career planning. We look forward to working with you. Your services will be delivered by Romona Camarata, M.S. Ed., Adm, GCDF, CCC, President, R. C. Consulting-LLC. This Service Agreement outlines our company’s policies. If you have any reservations or questions, you are welcome to discuss them with your Career Consultant.

**Provision of Services**

The number of sessions *needed varies* with each client’s needs, as well as the services that are being provided. I will describe the various services offered during the initial consultation, determine your needs, and –in collaboration with you – discuss and/or recommend the most appropriate services for your objectives. If assessment instruments will be used, we will inform you of the purpose of the chosen assessment instrument(s), prior to administration of the assessment instrument(s). Following administration, your Consultant will provide you with an interpretation of the results, as well as sufficient information to facilitate your understanding of any conclusions and recommendations made. *Below you will find an ala carte selection-this will make your campaign personalized:*

<p><b>Phase I</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Career Counseling</li> <li><input type="checkbox"/> including Vocational Assessment</li> <li><input type="checkbox"/> without Vocational Assessment</li> <li><input type="checkbox"/> Explanation of Assessment</li> </ul>	<p><b>Phase II</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Constructivist Counseling –</li> </ul> <p><i>“Mapping your career dreams”</i></p> <p><i>Identify personal goals          Identify transferable skills-targeted industries; Provide jobs to consider          Develop a Personalized career Marketing plan - MAP</i></p>	<p><b>Phase III</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Other – please specify:</li> </ul> <p><i>Update Resume-reflecting current role and responsibilities          Develop 2 minute presentation &amp; personal statement;          Assist with letter writing(getting in front of the decision maker)</i></p>
<p><b>Phase IV</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Coaching Market Information</li> </ul> <p><i>Personalized Plan-Interview Preparation          Role Play / Practice; Positioning in marketplace; Assist with ongoing communications; Present jobs while on campaign – contacts/meetings/strategies.</i></p>	<p><b>Phase V</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Constructive Interview</li> </ul> <p><i>Coaching-Mentor; Negotiation &amp; Role Playing; Ongoing Support</i></p>	<p><b>Phase VI</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Career Portfolio Coaching</li> <li><input type="checkbox"/> OnLine Portfolio-up one yr.</li> </ul>

The Career Consultant’s strategies and techniques will be tailored to your specific needs. You can be assured that your Career Consultant will be compassionate and sensitive to your needs while providing services to you, regardless of your age, race, ethnic group, culture, disability, gender, religion, sexual orientation, marital, or socio-economic status.

I agree to utilize **R. C. Consulting-LLC.** career counseling services with the full understanding that my Career Consultant will act in an advisory capacity and will in no way be responsible or liable for my decisions, outcomes, career direction, or success. I also agree to hold the Consultant free of all liability and responsibility for any adverse situations created as a direct or indirect result of a specific referral or advice given by the Career Consultant.

***I received this via ExecuNet meeting to explore how R. C. Consulting-LLC can help me with my career campaign:***

Prospective Client's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Printed Name: \_\_\_\_\_

Phone: \_\_\_\_\_ E-Mail: \_\_\_\_\_