

# Employee Profile Card

***This Information is Private & Confidential!***

*Please answer each **question** completely—and as honestly as possible—so we may support you fully in achieving personal fulfillment, as well as professional and financial success.*

Applicant's Name: \_\_\_\_\_ Today's Date: \_\_\_\_\_

Home Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Current Name of Salon or Spa where you work: \_\_\_\_\_

Work Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Position or Title: \_\_\_\_\_

Work Number: \_\_\_\_\_ Home Number: \_\_\_\_\_

Cell Number: \_\_\_\_\_ Fax Number: \_\_\_\_\_

E-mail Address: \_\_\_\_\_

Number of Years in the Industry: \_\_\_\_\_ Number of Years at current Salon / Spa: \_\_\_\_\_

Tell me about your *background* in this Industry. \_\_\_\_\_

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What is most important to you at the place you work? What are your expectations? \_\_\_\_\_

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How are you currently employed? **Check appropriate one:**

Commission: \_\_\_\_\_ (If so, what % are you paid? \_\_\_\_\_ %) Booth Rental: \_\_\_\_\_ (How much in rent do you pay?) \_\_\_\_\_ Salary: What is the salary? \_\_\_\_\_

How many *days* and *hours* do you currently work per week? \_\_\_\_\_

How many *days* and *hours* would you like to work per week? \_\_\_\_\_

How many *hours per week* do you spend working ON your business versus IN the business? \_\_\_\_\_

What are your average weekly gross **service** sales? \$ \_\_\_\_\_

What are your average weekly gross **retail** sales? \$ \_\_\_\_\_

What is your average weekly **Client count**? \_\_\_\_\_

What is your current **fee** for the following? Haircut: \$ \_\_\_\_\_ Manicure: \$ \_\_\_\_\_  
Facial: \$ \_\_\_\_\_ Massage: \$ \_\_\_\_\_

What *percent* of your business would you say is: Haircuts \_\_\_\_\_ Chemical \_\_\_\_\_

What is your current **Client base count**? \_\_\_\_\_

What method of *tracking* do you use for your business? (**Check appropriate item**)

Computer: \_\_\_\_\_ Manual Client Cards: \_\_\_\_\_ Memory: \_\_\_\_\_ No System: \_\_\_\_\_

Do you do any of the following? (**Check the appropriate items**) Newsletter: \_\_\_\_\_ (How often?)

New Client Follow-Up Call or Letter: \_\_\_\_\_ Birthday Cards: \_\_\_\_\_ Holiday Cards: \_\_\_\_\_

Confirmation Calls: \_\_\_\_\_ If so, how soon before the appt. do you make the Call? \_\_\_\_\_

What *retail lines* do you currently sell? \_\_\_\_\_  
\_\_\_\_\_

What *motivates* you to support these lines? \_\_\_\_\_  
\_\_\_\_\_

What do you currently do to *market* your business? \_\_\_\_\_  
\_\_\_\_\_

What do you *most want* to get out of working at our Salon / Spa? \_\_\_\_\_  
\_\_\_\_\_

How will I know if our place of business is *working for you*? \_\_\_\_\_  
\_\_\_\_\_

How will I know if *you are stuck*? \_\_\_\_\_  
\_\_\_\_\_

What works to move and motivate you? \_\_\_\_\_  
\_\_\_\_\_

What do you *enjoy most* about what you *do for a living*? \_\_\_\_\_  
\_\_\_\_\_

What did you *like best* about your last position / place of business? \_\_\_\_\_  
\_\_\_\_\_

What *three things* drove you crazy in your last position / place of business?

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_

Who is your **most** favorite Client and why? \_\_\_\_\_  
\_\_\_\_\_

Who is your **least** favorite Client and why? \_\_\_\_\_  
\_\_\_\_\_

What are *three things* you want to accomplish in your lifetime?

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_

If you could travel **anywhere** where would you want to go? \_\_\_\_\_  
\_\_\_\_\_

If money was not an issue, and fear was not present, *what would you dare to do*? \_\_\_\_\_  
\_\_\_\_\_

What would stop you from doing it? \_\_\_\_\_  
\_\_\_\_\_

If you had *six months left to live* what would be *most important* for you to do or complete in that time?

- |          |           |
|----------|-----------|
| 1. _____ | 6. _____  |
| 2. _____ | 7. _____  |
| 3. _____ | 8. _____  |
| 4. _____ | 9. _____  |
| 5. _____ | 10. _____ |

What do you believe are your *top three strengths*?

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_

What are your *top three weaknesses*?

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_

What are your *top five priorities in life*?

- |          |          |
|----------|----------|
| 1. _____ | 4. _____ |
| 2. _____ | 5. _____ |
| 3. _____ |          |

Describe your *best friend*. What do you *like* and *admire most* about them? \_\_\_\_\_

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Who do you look up-to most (a mentor)? Describe what is *special* about this person:

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What do you believe your *biggest contribution* to our Salon would be? \_\_\_\_\_

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Name *two accomplishments* you are most proud of in your life. And why.

1. \_\_\_\_\_
2. \_\_\_\_\_

Why would you be the *best person* for this position? \_\_\_\_\_

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