

Refer a Student to Career Services

This form is intended to help with the process referring students to Career Services for career development assistance. It includes a listing of some of our popular services and provides an opportunity for administrative staff and faculty making a referral to note important information about the referral. This will assist us in arranging appropriate services. Thank you for informing students about Career Services.

Career Services Locations & Contact Information

Central Campus	CH 122	Phone: 330.6551	Fax: 330.6036
Cato Campus	Rm 125	Phone: 330.4836	Fax: 330.6036
Harris Campus	Rm 1107	Phone: 330.4623	Fax: 4620
Harper Campus	HC 249-A	Phone: 330.4623	Fax: 330.6036
Levine Campus	LV 2130	Phone: 330.4247	Fax: 330.4210
North Campus	TS 221	Phone: 330.4135	Fax: 330.6036
Virtual Campus	(online/phone)	Phone: 330.6551	MFP/Scan to career.services@cpcc.edu

Services offered

Career counseling: Career Target Program, career assessments (MBTI, Strong Interest Inventory, Choices Planner, more), in-office and online resources (books, videos, websites), occupation information, education planning (with relation to career choice)

Job search assistance: Online job postings on *Connections*, resume assistance, mock interviews, Career Fairs, networking help, Resume Referral, more!

Online: Many services that are offered in-office can be facilitated online or over the phone for those who cannot make it to campus.

Career Services Student Referral Form

Student Name:

Date:

ID Number (optional):

Year in school:

Referred By (Name):

With which department is the referral source associated?

Reason for Referral:

