

Referral from JCTC Faculty or Staff



Client's Name: _____

Today's Date: _____

Faculty or Staff Member Making Referral: _____

Career Service(s) Recommended:

- _____ Career Assessment (DISCOVER)
- _____ Career Planning (Occupational Research; Job Market Information)
- _____ Résumé and Cover Letter Writing
- _____ Mock Interview/ Interviewing Assistance
- _____ Job Search (Part-time and Full-time)
- _____ Co-op and Internships
- _____ Referral to Educational and Community Resources

JCC Downtown • 200 W. Broadway • Suite 900 • 502-213-4520
M/Th 9am-5pm, T/W 9am-6pm, *F 9am-noon (*Fridays are self-directed – no career counselor*)

JCC SW • 1000 Community College Drive • Student Community Center • 502-213-7376
Mon 9am-5pm and Tues 9am-6pm

JCC Shelbyville • 1361 Frankfort Road • Counseling Center • 502-213-3612
Wed 9am-6pm and Thurs 9am-5pm
