



# THE UNIVERSITY OF THE WEST INDIES, MONA **PLACEMENT AND CAREER SERVICES**

[A UNIT OF THE OFFICE OF STUDENT SERVICES AND DEVELOPMENT]

20 RING ROAD, MONA CAMPUS  
KINGSTON 7, JAMAICA W.I.

## GUIDELINES FOR REFERRAL

Throughout the academic year, especially during Academic Advising, you may interact with students who could be in need of Career Counselling or Advising. The Office of Placement and Career Services has developed some guidelines to assist in the referral process. Below are some guidelines:

- When you become conscious of your own boundaries in relation to the student concerns/issues.
- When you are unsure of what to do or how to respond.
- When students are unsure of career objective
- When students need to develop a career plan for the duration of their course of study
- When students are unsure of the courses to pursue in keeping with career objective
- When students need to know how to decide on selecting a major.

### **Other guidelines for Referral include:**

Assistance needed for:

- Part-time and summer employment
- Developing and organizing a job search
- Planning and organizing a job search
- Job Shadowing
- Mock Interviews
- Individual Career Counselling and Career Self-Assessment

### **Making the Referral**

- Discuss the referral with the student
- Reassure the student that referral to the Career Counsellor is welcome and encouraged
- Inform students that the information given is confidential.