Referral Form
259 Capen Hall · 716-645-2231 · buffalo.edu/career · Monday – Friday 8:30am-5:00pm

Student Name: ________________________________ Date: ____________________

Referral Purpose: (check all that apply)

- Visit the Career Services Office Library or Online Resources - buffalo.edu/career
  - Explore website resources at buffalo.edu/career
  - Investigate career library resources
  - Learn more about events/workshops
  - Visit the Testing Center to schedule an exam (GRE, CLEP, MAT, LSAT, etc.)
  - Sign up for UBE 202 Introduction to Career Planning course

Schedule a 20 minute same day Express Career Consult appointment
- Resume or cover letter critique
- Quick questions about job/internship search
- Quick questions regarding investigating graduate/professional school options
- Learn how to use BullsEye
- Other (please comment below)

Schedule a Career Counseling appointment
- Choosing/changing major or career
- Take a self-assessment and schedule an appointment for interpretation
- Conduct a practice interview
- Job/internship search strategies
- Other (please comment below)

Comments: __________________________________________________________________________

_________________________________________________________________________________

Referred By:

Name: ____________________________ Department: ________________________________

Phone: ___________________________ Email: ________________________________

Action Steps to Get Started with Career Services Now!

1) Take MyPlan assessment to inventory your interests, values, and skills at: buffalo.edu/career
2) Research major and career options at buffalo.edu/career
3) Visit the Brent D. Arcangel Career Library in 259 Capen Hall for guides about career exploration, job and internship searches and pursuing advanced degrees
4) Connect with alumni in your field of interest through the UB Career Services Mentor Network on LinkedIn.
5) Set up an individual counseling appointment to discuss your career options by calling 645-2231 or stopping in our office at 259 Capen Hall