Online Career Counseling Protocol
Also accessible at:
http://www.haywood.edu/career_planning_faq

Career Counseling Online

Step 1: Scroll down to **What Career Planning Assessments Are Available?** Click on **Career Assessment Information Sheet (PDF or DOC format)** to review the description of the various assessment inventories that are available to you.

Step 2: Scroll down to **How Do I Contact A Career Counselor to Set Up Online Career Counseling**? Click on **Consent for Release of Confidential Information form (PDF or DOC).** Print out the Release form, complete and sign, scan, and send via email to careers@haywood.edu or mail to ECD Office, Haywood Community College, 185 Freedlander Drive, Clyde, NC 28721 or fax to ECD Office (828) 627-4513.

Step 3: Click on the **Online Career Counseling Request form (PDF or DOC)** located under **How Do I Contact A Career Counselor to Set Up Online Career Counseling?** Copy and paste the form information into an email addressed via email to careers@haywood.edu.

Step 4: After you have submitted both online career counseling forms, you will receive an email to discuss how to begin the career exploration and self assessment process.

Step 5: The Academic & Career Counselor will communicate with you via email or you can email me your telephone number.

Step 6: To research additional career resources, Click on **What Career Resources Are Available Online?** You can also download **Career and Job Information Sources on the Internet (PDF).**