



Business Partner Commitment

- Provide a Workplace Orientation (i.e. office introductions, goal settings, educational requirements, career information, job outlook information, etc.)
- Adhere to Department of Labor Regulations
- Record Attendance/hours and prepare appropriate documentation
- Maintain Communication with School Counselor and/or Student Supervisor

Business Partner Agreement

1. Provide a Job Shadow Experience that is educational in scope and directed towards providing the student with the purpose and functions of the organization and career opportunities within the industry.
2. Instruct the student about the organization, including the mission, vision, values and strategic initiatives and priorities, major products and services, organizational structure, decision-making processes, expected behaviors such as dress, non-verbal language and business etiquette.
3. Work closely with the student to provide a variety of training experiences, which will contribute to the student's career objective. In return, students will readily accept various assignments and demonstrate eagerness for experiences and willingness to learn and contribute.
4. Assure that students will be accepted and assigned to jobs without regard to race, national origin, gender or disability.
5. Assure that all interactions and opportunities provided are examples of professional conduct in public settings.
6. Communicate and Confer with Student Supervisor and agree to notify them with any concerns.
7. Participate in Program Evaluation and improvement to increase value to employer, students and community.

Supervisor Signature _____ Print _____

Business Name _____ Date _____

Address _____ Phone _____