**Opportunity Exchange Program**

**Business Expectations**

Complete company profile

Complete template of student manual with individualized information

The school will contact you with the number of interested students for the semester prior to the start of school.

Provide application access

Schedule/Interview candidates

NOTE: If a parent contacts you regarding acceptance of their child in the program or for any other reason, please refer them to Ms. Hasenkamp.

After selection, provide the following on the first day:

Review completed student manual (employee handbook)

Review goals set forth by the student

Review student expectations

During the internship:

Complete mid-term brief progress report on student

Report any questions or concerns to Mr. Kittle or Ms. Hasenkamp. (behavior, attendance, dress, etc.)

Students should be the ONLY ones in contact with you about absences or any other concerns.

Upon completion of the program:

Complete short evaluation on employee’s internship experience. Include any advice or tips to help students succeed at future employment.

Attend the end of term presentations given by the student. Review with other businesses the successes and areas for improvement for the program going forward.