

JOB ORIENTATION DAY – AN OVERVIEW

_____ has been set aside as job orientation day. Prior to this day you are to call your employer and set aside a time to meet with the employer to review and sign all necessary paper work. You **must** let your Co-op Teacher know the time that you are meeting with your employer, and the date, if it is different from the date that has been set aside.

On this day you will need to bring with you the following items, and return the items with an asterisk (*) to your Co-op Teacher the day after your job orientation. You will not be able to begin your Co-op placement until all of your paper work is returned.

Paperwork to Bring With You:

1. Job Orientation Assignment *
2. Placement Assessment Checklist*
3. Worker Education Agreement*
4. Letter to the Employer with sample evaluation
5. Confidentiality Contracts* (*return teacher copy*)
6. Cooperative Education Information Sheet*
7. Student Information Sheet – Employer Copy