

Suggested Question Sheet



Student Name: _____

Reminders to keep on file:

- ❖ Copy of student's school and/or work schedule
- ❖ Any records specific to your agency (health insurance, drivers license)

Students preferred contact method:

- ❖ Phone
- ❖ Email
- ❖ Other _____

Points to cover during initial meeting:

1. Dress Code
2. Layout of agency
3. Rules and regulations
4. Office protocol (if working with others in the office)
5. Emergency procedures
6. Background checks or any other qualifications

Any conflicts in schedule for the semester (days or times unavailable):

Any other information to be aware of during the semester:
