

**We believe that it is important to help you become the best employee possible; to do that we have set certain training expectations. If you are unable to make a full commitment to this job and the associated training, you should NOT pursue employment at the Baker Commons.**

**If you become an employee of the Baker Commons, you will be required to sign the contract shown below.**

### **BCL Training Contract**

- \_\_\_\_\_ I will participate in the four hour training at the start of the semester or complete the make-ups.
- \_\_\_\_\_ I will finish all the online modules and/or make-ups by their due dates, and re-post to at least 2 fellow employees in each post/discussion area. I will also reply to at least one post per shift (on average) and read all posts. This employment requirement is just as important as my showing up for scheduled shifts.
- \_\_\_\_\_ I understand that if I have training still to do, I may not work on my homework. If I MUST do schoolwork, I will speak to one of the professionals about going off duty.
- \_\_\_\_\_ I understand that becoming a better worker (tutor, receptionist, rover) is a continuous learning experience, and that I should desire to gain as much training and experience as possible. I will never think that I have learned enough.
- \_\_\_\_\_ As a tutor or a rover, I will attend the hour long mentor group sessions which will be held 4 – 5 times per semester and will be part of my scheduled hours of employment.
- \_\_\_\_\_ I will discuss any scheduling issues with my mentor, as soon as the problem arises. This is especially true if the work load is affecting my school work.
- \_\_\_\_\_ I will complete a self-reflective evaluation (twice per semester) and discuss it with my mentor.
- \_\_\_\_\_ I will keep abreast of all news and important information about trainings and other Baker Commons happenings. (These will be posted through email, on Angel, in break rooms, etc.)
- \_\_\_\_\_ I understand that this job is serious and I agree to uphold its high responsibilities.
- \_\_\_\_\_ I understand that failing to uphold the terms of this contract may be cause for my employment to be terminated.