Instructions: Complete this page with the help of your employer prior to completing the objectives portion of the workbook.

**JOB TITLE:**

**OVERALL JOB DESCRIPTION** (What is it that you have been hired to do as described in general terms?):

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

Specific Duties (Make a list of the duties you perform or will perform on a regular basis): 1.

________________________________________________________________________

2. _______________________________________________________________________

3. _______________________________________________________________________

4. _______________________________________________________________________

5. _______________________________________________________________________

6. _______________________________________________________________________

7. _______________________________________________________________________

8. _______________________________________________________________________

Hours to be worked each week__________ Rate of Pay ______________

_________________________ __________________________
Signature of Student Signature of Employer