



## HRML 499 JOB DESCRIPTION BBA NON CO-OP HUMAN RESOURCE & LEADERSHIP WORK EXPERIENCE

|  |                                    |                                |              |
|--|------------------------------------|--------------------------------|--------------|
| STUDENT LAST NAME  | GIVEN NAMES                        | STUDENT NUMBER                 | PHONE NUMBER |
| EMPLOYER NAME  | ADDRESS                            |                                | PHONE NUMBER |
| POSITION TITLE   |                                    |                                |              |
| <p><b>REQUIREMENTS</b></p> <ol style="list-style-type: none"> <li>1. For each position, attach a company job description on organizational letterhead and signed by your supervisor.</li> <li>2. Identify your position(s) as full-time or part-time and briefly describe the main duties you performed. In your own words, describe the position(s) using grammatically correct sentences.</li> <li>3. Complete the applicable sections below, and have your supervisor sign this document to confirm the content.</li> </ol> |                                    |                                |              |
| WORK TERM START DATE   | WORK TERM END DATE                 | # HOURS WORKED BETWEEN DATES   |              |
| I CONFIRM THIS INFORMATION:  | STUDENT SIGNATURE<br>X             |                                | DATE         |
| I CONFIRM THIS INFORMATION:  | EMPLOYER/SUPERVISOR SIGNATURE<br>X | PLEASE PRINT SUPERVISOR'S NAME | DATE         |
| COMPLETE <input type="checkbox"/> NOT COMPLETE <input type="checkbox"/>  |                                    | FACULTY ASSESSOR SIGNATURE     |              |