Hi everyone,

We need to begin scheduling your hours for the spring quarter, so we need your available hours.

There are a couple of things to keep in mind as you fill this out. One of the pieces of information you need to tell me is the number of hours you would like to work in a week. The more available hours you can give me to work with, the greater the chances I have in meeting that goal. Further, we try to schedule our consultants in two hour blocks. We know that is not always possible so if you wish to work in one hour blocks, please identify that option. Finally, keep in mind that that if you are scheduled to begin working at a certain hour, it is expected that you will arrive a few minutes early and be ready to begin working at that time. If you need to eat lunch or attend to other matters, I can begin or end your schedule at the half past mark.

Please complete the form below and return it to me electronically by next Friday, March 3, 2017.

Name: Lucas Harlor

Hours per week you would like to work: 4-6 hours

I would prefer to be scheduled in 1 hour or 2 hours blocks: Two Hours

I am available to work in 1 hour blocks to fill in any gaps that may come up: No

Available Hours:

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  | Monday | Tuesday | Wednesday | Thursday | Friday |
| 8:00 – 9:00 |  |  |  |  |  |
| 9:00 – 10:00 |  |  |  |  |  |
| 10:00 – 11:00 | Available | Available | Available |  |  |
| 11:00 – 12:00 | Available | Available | Available |  |  |
| 12:00 – 1:00 |  |  |  |  |  |
| 1:00 – 2:00 |  |  |  |  |  |
| 2:00 – 3:00 |  |  |  |  |  |
| 3:00 – 4:00 |  |  |  |  |  |
| 4:00 – 5:00 | **NA** |  |  | **NA** | **NA** |
| 5:00 – 6:00 | **NA** |  |  | **NA** | **NA** |
| 6:00 – 7:00 | **NA** |  |  | **NA** | **NA** |