

## Expectations and Commitment Agreement

Digital Works offers a wide variety of training and job placement assistance opportunities to its participants and graduates. This agreement is designed to provide a structure for those services by clearly defining the roles of each party, and what responsibilities each agrees to take ownership of during the training and placement process.

### Digital Works agrees to:

1. Provide the previously agreed upon training package, including the necessary access to facilities, training classes, instructor assistance, certifications, etc.
2. Provide one-on-one instruction as needed
3. Provide coaching in a variety of subjects, including but not limited to resumes, interview skills, networking, job search, etc.
4. Provide career services support for all eligible program graduates

As a Digital Works participant, you will also agree to a number of practices and procedures. Doing so will greatly increase your chances of success, and allow your facilitator to more effectively assist you. Please read the statements below, and share any questions you might have with your facilitator.

### Digital Works Participant agrees to:

1. Complete the Digital Works training program, and all curriculum modules assigned to me.
2. Attend Digital Works hiring events, training sessions, etc.
3. Represent Digital Works professionally at all times. I understand that my level of professionalism will have an effect on the availability of jobs for all Digital Works participants.
4. Maintain consistent and ongoing contact with Digital Works staff.
5. Share employment satisfaction, performance, and wage information for at least one year from initial placement date.
6. Fully engage with the placement assistance process in order to maximize my opportunities. I understand that while Digital Works can be expected to provide exceptional service and resources, my job search is my own.
7. Voluntarily waive my access to Digital Works program services, if I fail to comply with the rules of this agreement.

If you agree to the terms and conditions listed, please sign below.

Participant Name (Please Print)	Date
Participant Signature	Date
Facilitator	Date