

July 1, 2009

Hello Everyone!

It's time for Fall scheduling! If you are interested in working, please complete the attached availability forms and submit them to Halimeh by July 23, 2009.

Please fill out the Availability sheet completely. Plus, complete the scheduling grid using the instructions below:

Instructions - Please use these 3 symbols:

- 1) Put a rectangle around the times that you are available.
- 2) Put an X over the times that you're willing to sub and be available for contact from the Dispatch Office.
- 3) Put dark shading over the times you will not be available at all.

Two **IMPORTANT** points:

- 1) Please indicate your availability in **BLOCKS** of time as much as possible (i.e. mornings, afternoons, evenings). This will greatly assist us in the scheduling process.
- 2) If we receive your availability sheets late, we cannot promise you a schedule.

Feel free to pick up these forms in the NCOD Lobby and turn them in to the front desk.

Thank you for your cooperation, and we look forward to a GREAT Fall semester!

Best,

Shawn M. Clark
Coordinator of Interpreting Services
National Center on Deafness

Fall 2009 Availability Sheet

Name_____

Primary Pager_____

Primary Email_____

Primary Phone_____

Secondary Phone_____

Best Time to Call_____

Can we give out your phone number? _____

Maximum Number of Hours Desired per Week_____

Minimum Number of Hours Desired per Week_____

Degree(s):

Certification(s):

Subject Preferences:

Other helpful Information:

Sample Availability

NAME:

TIME	MON	TUE	WED	THUR	FRI	SAT	SUN
7:00							
8:00							
9:00							
10:00							
11:00							
12:00							
1:00							
2:00							
3:00							
4:00							
5:00							
6:00							
7:00							
8:00							
9:00							
10:00							

NAME:

TIME	MON	TUE	WED	THUR	FRI	SAT	SUN
7:00							
8:00							
9:00							
10:00							
11:00							
12:00							
1:00							
2:00							
3:00							
4:00							
5:00							
6:00							
7:00							
8:00							
9:00							
10:00							