

management **talent**
exchange program

MTEP Contact Sheet

MTEP Exchange Location:

Agency/ Department: _____
Address: _____
City _____

Participant:

Phone Contact: _____ Email: _____
Preferred method to reach participant: Phone Text Email

Host Manager/Title:

Phone Contact: _____ Email: _____
Preferred method to reach manager: Phone Text Email

Home Manager/Title:

Phone Contact: _____ Email: _____
Preferred method to reach manager: Phone Text Email

Your schedule is:

- Monday Start : _____ a.m./p.m End: _____ a.m./p.m
- Tuesday Start : _____ a.m./p.m End: _____ a.m./p.m
- Wednesday Start : _____ a.m./p.m End: _____ a.m./p.m
- Thursday Start : _____ a.m./p.m End: _____ a.m./p.m
- Friday Start : _____ a.m./p.m End: _____ a.m./p.m

Break time is: _____ Lunch time is: _____

If you are going to be more than _____ minutes late please contact your Host Manager by phone and/or email.

If you need to miss work contact your Host Manager at least ____min. ____hours ahead of time via phone and/or email.

Other basic expectations include: