



## **FIELD OBSERVATION DESCRIPTION AND ACKNOWLEDGMENT FORM**

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### **Field Observation Eligibility:**

This is a volunteer position. Competencies and duties are representative of a general level of skill and complexity. Individuals with current or adjudicated charges of assault/battery, child abuse, domestic abuse, murder, rape, sexual violence offense, or a charge with the aggravated designation are not eligible for field observation placement with Goodwill. A background check and submission of a photo ID are required.

### **Essential Competencies and Functions:**

- Ability to demonstrate a patient, people-first attitude
- Ability to listen with empathy
- Ability to communicate effectively using positive language, both written and verbal
- Ability to multi-task and to retain/convey information
- Ability to use Internet subject directories and search engines
- Ability to collect and interpret data
- Ability to work as a member of a team and to work independently/remotely

### **Participant Expectations:**

Please note this description is not designed to cover or contain a comprehensive listing of assignments, activities, duties, or responsibilities that are required of the individual performing this Field Observation. Duties, responsibilities, and activities may change at any time with or without notice.

Individuals performing Field Observations are brand ambassadors for Goodwill. While completing observation hours, participants must follow all policies and procedures of Goodwill Industries of Tennesse Area, Inc. This includes Goodwill's [Code of Ethics and Accountability](#) and the [Appearance Standard for Participants in Volunteer Programs](#).

Individuals performing Field Observations must abide by Goodwill Industries of Tennesse Area, Inc. compliance policies. The purpose of Goodwill's corporate compliance program is to prevent and detect any criminal, fraudulent, unethical, or improper conduct and take appropriate corrective action.

### **FIELD OBSERVATION ACKNOWLEDGMENT AND AGREEMENT:**

I understand that no monetary or equity compensation for this Field Observation will be provided by Goodwill Industries of Tennesse Area, Inc., and that I agree to abide by all policies

and procedures of my educational institution for participation in Goodwill’s Field Observation program.

I understand this Field Observation and its requirements, and that I am expected to complete all assignments, activities, duties, or responsibilities designed in order to meet the desired outcomes of my college/university program and of Goodwill. I understand essential competencies and functions may be changed from time to time to facilitate Goodwill Industries of Tennesse Area, Inc. goals. I will be able to perform the essential competencies and functions of this Field Observation with or without accommodation. I understand that if I need accommodations for this Field Observation, I will inform the Goodwill Supervisor of my accommodation needs.

I understand that during the term of observation and thereafter, I will take no action that is intended, or could reasonably be expected, to harm Goodwill Industries of Tennesse Area, Inc. or its reputation or that could reasonably be expected to lead to unwanted or unfavorable publicity to the company, its employees and stakeholders, or its community partners.

I understand that Goodwill Industries of Tennesse Area, Inc. or a third-party, consumer reporting agency acting on its behalf will conduct an investigation to obtain information about my background relevant to this Field Observation and its requirements. This statement certifies that I release Goodwill and anyone providing such background information from any and all liability and damages whatsoever in connection with collecting, furnishing, obtaining, or using such information.

This statement certifies that I release Goodwill Industries of Tennesse Area, Inc. from any liability due to personal injury, illness, or damage to any personal property while completing requirements of this Field Observation at any location to which I am assigned.

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Printed Student Name

Telephone \_\_\_\_\_

Email \_\_\_\_\_

College / University \_\_\_\_\_

College / University Contact \_\_\_\_\_

**Name**

\_\_\_\_\_  
**Title**

\_\_\_\_\_  
**Phone**

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**Email**

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Student Signature

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Date

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Goodwill Supervisor Signature

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Date

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Vice President of People Operations Signature

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Date

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