

**Employer & Program Timeline**

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| **November – December** | **HCDE College & Career Advisors, School Counselors & STEP-UP staff begin recruitment of students** |
| **December 15** | **STEP-UP Chattanooga Student Application due for returning students** |
| **December – February** | **Employer notifies STEP-UP Chattanooga staff of their intent to hire interns for the upcoming summer by completing the** [**Business Job Description & Worksite Agreement Form**](https://www.surveymonkey.com/r/JobDescriptionForm)  **Employer can also access the** [**Business Job Description & Worksite Agreement Form**](https://www.surveymonkey.com/r/JobDescriptionForm) **via** [www.stepupchattanooga.org](http://www.stepupchattanooga.org)   * + *Form is completely electronic*   **STEP-UP Chattanooga staff continues to recruit business partners to provide internships and identify job opportunities at each business.** |
| **January 7, 14, 21, OR 28** | **Work-Readiness Training for former STEP-UP students @ PEF, 9:00a.m.-1:00p.m.** |
| **February 1** | **STEP-UP Chattanooga Student Application due for new students** |
| **February 4, 11, 18, OR 25** | **Work-Readiness Training for Student Applicants @ PEF, 8:00a.m.-5:00p.m.** |
| **February 16, 23 OR**  **March 16** | **Employer Information Session-*How Your Business Can Get Involved with STEP-UP Chattanooga* @ PEF, 10:30 a.m.-11:30 a.m.** |
| **March 4, 11, OR 18** | **Work-Readiness Training for Student Applicants @ PEF, 8:00a.m.-5:00p.m.** |
| **March 21 OR 22 (spring break)** | **Work-Readiness Training for Student Applicants @ PEF, 8:00a.m.-5:00p.m.** |
| **March 2 OR 23** | **Employer Informational Session-*Now that You’re a STEP-UP Employer* @ PEF, 10:30 a.m.-11:30 a.m.** |
| **March 9 OR 30** | **Employer Informational Session- *How to Create a Meaningful Experience for an Intern* @ PEF, 10:30 a.m.-11:30 a.m.** |
| **April 4, 18**  **May 2, OR 16** | **RETURNING Employer Supervisor Training @ PEF, 10:30 a.m.-11:30 a.m.** |
| **April 6, 13, 20, 27**  **May 4, 11, OR 18** | **NEW Employer Supervisor Training @ PEF, 10:30 a.m.-11:30 a.m.** |
| **April 3, 4, 5, 10, 11, & 12** | **Mock Interviews with Students @ Bessie Smith Cultural Center, 5:30 p.m.-7:00 p.m.** *(volunteers needed to interview students)* |
| **April 19** | **Employers receive student resumes and contact information to schedule interviews with students.**  *INTERVIEWS SHOULD BE COMPLETED BY May 15* |
| **April 24 – May 15** | **Employers interview & hire interns** |
| **May 22** | **Internships can begin** |
| **June-July** | **Ongoing support provided to interns and supervisors by STEP UP Staff** |
| **June-July** | **Site visits by STEP-UP Chattanooga staff to work sites** |
| **August 4** | **Internships end** |
| **September** | **Post-internship evaluations for students and employers** |
| **November** | **Data analysis and second year report complete** |