



Employer & Program Timeline

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	<p>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</p> <p>Employer can also access the Business Job Description & Worksite Agreement Form via www.stepupchattanooga.org</p> <ul style="list-style-type: none"> ○ Form is completely electronic <p>STEP-UP Chattanooga staff continues to recruit business partners to provide internships and identify job opportunities at each business.</p>
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- <i>How Your Business Can Get Involved with STEP-UP Chattanooga</i> @ 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- <i>Now that You're a STEP-UP Employer</i> @ PEF, 10:30 a.m.-11:30 a.m.
March 9 OR 30	Employer Informational Session- <i>How to Create a Meaningful Experience for an Intern</i> @ 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. (<i>volunteers needed to interview students</i>)
April 19	Employers receive student resumes and contact information to schedule interviews with students. <i>INTERVIEWS SHOULD BE COMPLETED BY May 15</i>
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