



# RIGHT TRACK Youth Jobs 2 Employer Timeline

## 1. CONNECT



Reach out to Right Track to learn more



## 2. PLEDGE



Pledge to hire Right Track interns by February 28th



## 3. SUBMIT



Submit a job description and sign the Employer MOU by the end of February



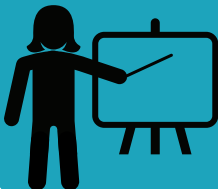
## 4. PREPARE



Start Preparing projects and tasks for your intern during March-April



## 5. ATTEND



Attend a Supervisor Training orientation in May



## 6. ONBOARD



Meet your intern, collect payroll paperwork, and begin onboarding late May/early June



## 6. START



Your interns begin working mid-June



SAINT PAUL  
MINNESOTA

651-266-6363

RightTrack@ci.stpaul.mn.us

<http://righttrack.stpaul.gov>



RightTrackSP