

# 1: WATCH

Watch your email in-box for upcoming Right Track kickoff events.



# 2: PLEDGE

Pledge to hire Right Track interns no later than February 28

# 3: SUBMIT



Submit a job description and the Right Track MOU no later than February 28

# 4: RECRUIT




Recruit interns for your positions at our interview days March 12, 13 and 14


GO TO [RIGHTTRACK.STPAUL.GOV](http://RIGHTTRACK.STPAUL.GOV)  
OR CALL 651-266-6363  
FOR MORE INFORMATION ON HIRING  
RIGHT TRACK YJ02 INTERNS

# RIGHT TRACK YJ02 Employer Timeline

## 5: PREPARE

Right Track will send information about your intern match notifications in mid-May   
Now is the time to start preparing project-based work activities for your interns

## 6: HOST


Host a site visit with your interns and begin new employee paperwork in late May/early June 

## 7: ATTEND



Attend a supervisor orientation on May 29 or 30

## 8: START!

Your interns begin working on June 17 



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