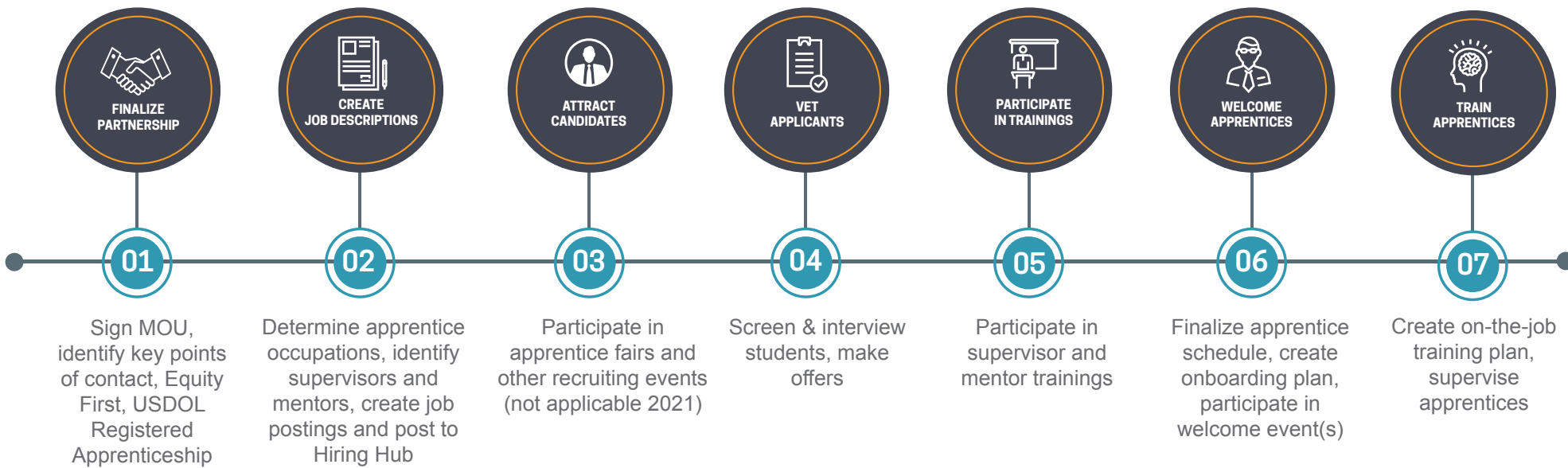


BUSINESS IMPLEMENTATION TIMELINE



January

February

March

April

May

June

August

1/18 MOUs signed and returned

1/29 Job posted to the Hiring Hub

2/1 Spring Hiring Hub opens to students

2/19 MOUs signed and returned

3/5 Jobs posted to the Hiring Hub

4/16 Spring Hiring Hub closes – all student applications are due

LAST DAY!

5/7 Offers extended by employers

5/12 Offers accepted by apprentices

5/26 Work and school schedules negotiated and finalized with apprentices

6/17 New Apprentice Bootcamp

6/18 Apprentice Graduation Requirements Training

6/24 New Supervisor Training

TBD New Mentor Training

8/2 Late Hire New Apprentice Bootcamp

8/12 Late Hire New Supervisor Training

TBD Late Hire Mentor Training

BUSINESS IMPLEMENTATION

DELIVERABLES



- Complete and sign MOU** with Business Partnership Manager before CareerWise Hiring Hub opens
- Identify working team** to support partnership (e.g., primary point of contact) with BP Manager
- Meet dedicated CareerWise **Customer Success Manager** (CSM)
- Identify Hiring Manager** with BP Manager
- Kick off meeting** with the BP Manager, CSM, Hiring manager, supervisor, mentor
- Reaffirm **Equity First** decision
- Reaffirm **USDOL registered apprenticeship** decision



- Determine occupations** for apprentices with BP Manager and hiring manager
- Identify supervisor** and mentor for each apprentice
- Attend onboarding meeting** with Customer Success Manager
- Job description due** to Customer Success Manager by opening of Hiring Hub
- Application Tracking System (ATS) Training** with CSM and Hiring Manager



- Participate in apprentice fair and hiring events** hosted by CareerWise (Not applicable in 2021)
- Encouraged to **participate in and/or host other recruiting events** as desired (e.g., open house, info sessions at schools)

BUSINESS IMPLEMENTATION

DELIVERABLES



- Participate in interview training** online or with CSM (Equity First practices if applicable)
- Monitor applications** as they are received in the ATS
- Identify and schedule candidates** for interview (CSM can support with screening if needed)
- Interview candidates** at CareerWise Hiring Event (Not applicable in 2021)
- Make offers** to candidates (Potential candidates have 72 hours to accept offer)



- Participate in supervisor and mentor training** (See calendar for dates)
- Share feedback** with CSM for apprentice training content
- Encouraged to **schedule a post hire company tour** for apprentice and families
- Create initial training plan**



- Finalize apprentice schedule, start date, hours, wages**
- Welcome and onboard apprentice** by start date (CSM can help)



- Continue 30 or 90 day training plan**
- Supervise apprentice with **weekly one-on-one meetings**
- Track apprentice progression** against competency development rubric
- Complete performance evaluation every January and June**
- Set regular check-in** with CareerWise CSM (**weekly, monthly, or quarterly**)