

**MASSACHUSETTS GENERAL HOSPITAL
SUMMER JOBS FOR YOUTH PROGRAM
TIME-LINE**

MONTH	COMPONENT	PROCESS
JUNE	Student Interviews & Matching	<ul style="list-style-type: none"> ◆ Schedule student interviews at the school or MGH in scheduled blocks ◆ Provide interviewers with questions to ask students and a rating scale. This scale is helpful when matching students with departments ◆ Match students with departments based on feedback from interviewers (rating scale) and students' profile forms ◆ Provide students with information on the department in which they will be working ◆ Inform supervisors of the match and supervisor orientation details
	Supervisor Orientation	<ul style="list-style-type: none"> ◆ Mandatory Supervisor Orientation in mid-June ◆ Schedule a morning and afternoon sessions to accommodate everyone's schedules
	Students' Occupational Health Clearance	<ul style="list-style-type: none"> ◆ Schedule occupational health appointments at worksite, as needed
	Mailing to Parents & Students	<ul style="list-style-type: none"> ◆ Mail acceptance letters to students and parents with orientation details

JULY	Student Orientation & the First Day of Employment	<ul style="list-style-type: none"> ◆ Mandatory Student Orientation ◆ Supervisors meet students at the conclusion of orientation and bring them to department ◆ First day of Classroom at the Workplace program
	Student Workshop	<ul style="list-style-type: none"> ◆ “Show Me the Money”
	WBLP	<ul style="list-style-type: none"> ◆ PIC Career Specialist schedules WBLP at the end of July
	Post Program Employment	<ul style="list-style-type: none"> ◆ Begin conversations with supervisors at the end of July about the possibility of hiring their summer student after completion of program
AUGUST	Ongoing Employment	<ul style="list-style-type: none"> ◆ Continue to follow-up with supervisors, and visit worksites ◆ PIC Career Specialist schedules 2nd WBLP at the end of August. Have students complete program evaluation as part of the WBLP session
	Student Workshop	<ul style="list-style-type: none"> ◆ “Job Search Millionaire” ◆ Meet with Bulfinch Temporary Service representatives about securing employment post summer jobs.
	Program Completion	<ul style="list-style-type: none"> ◆ Help coordinate the hiring of students into part-time or full-time positions ◆ End of summer jobs celebration for students and supervisors ◆ E-mail program evaluation link ◆ Send thank you letters and gifts to supervisors