

PLANNING TIMELINE

The following is a suggested flow of items to complete as a career development experience (CDE) moves from the idea to the implementation phase. All bolded sections are discussed in detail in the [Career Development Experience Toolkit](#). **Tip: Consider how the lists below might align with the managing organization’s program year. Determine the amount of time to be spent on each item and assign clear deadlines.*

PARTICIPANT OUTREACH	TIMEFRAME*
<input type="checkbox"/> Post information in accessible spaces for participants who may be interested in participating in a CDE.	
<input type="checkbox"/> Work together with managing organization staff and community partners to determine eligible participants to recruit.	
<input type="checkbox"/> Distribute any necessary paperwork for participants to complete to participate.	
<input type="checkbox"/> Maintain records of interested participants and whether they have submitted any required documents or information.	
<input type="checkbox"/> Determine a projected number of participants and their related career pathways.	

HOST OUTREACH	TIMEFRAME*
<input type="checkbox"/> Recruit and secure host sites for CDE placements based on projected number of participants that are aligned with supporting participant’s career pathways.	
<input type="checkbox"/> Maintain records of committed hosts: number of participants they can host and the career pathway(s) they are able to support. <input type="checkbox"/> Track whether committed hosts provide the variety of CDE sites needed and conduct a gap analysis to determine where further efforts are needed.	
<input type="checkbox"/> Send host sites confirmation of their participation and any related agreement forms (an MOU, for example) along with a general timeline of when they can expect participants to start.	

ONBOARDING FOR PARTICIPANTS	TIMEFRAME*
<ul style="list-style-type: none"> <input type="checkbox"/> Confirm the roster of participants who will be completing a CDE and make sure all required documents and/or information has been submitted. 	
<ul style="list-style-type: none"> <input type="checkbox"/> Determine and introduce the managing organization point of contact(s) for participants and have them start working with participants to prepare them for their CDE. <ul style="list-style-type: none"> <input type="checkbox"/> Pre-assessments and interviews to understand any unique needs or accommodations. <input type="checkbox"/> Training and resources on Essential Employability Competencies. <input type="checkbox"/> Find resources for participants in need of appropriate attire. 	
<ul style="list-style-type: none"> <input type="checkbox"/> Conduct an initial matching of participants to host sites for their CDE placement based on any unique needs of participants and their career pathway area. <ul style="list-style-type: none"> <input type="checkbox"/> For any hosts that require a drug test or background check, confirm with participants who are placed at these hosts whether they would be able to pass those (if they are not, reconsider a placement option for them or determine if they are not qualified to participate). 	
<ul style="list-style-type: none"> <input type="checkbox"/> Once CDE placements are finalized, present this information to participants and have them spend time researching the host as well as mapping out their commute to the host site as applicable. <ul style="list-style-type: none"> <input type="checkbox"/> If the host site requires any additional HR needs, have participants begin completing those (Ex: health screenings, background checks, drug tests). <input type="checkbox"/> Work one-on-one with participants to address any transportation needs. 	
<ul style="list-style-type: none"> <input type="checkbox"/> Communicate with any parties affected by a change in a participants schedule due to their participation in a CDE (Ex: school counselors, families). 	

ONBOARDING FOR HOSTS	TIMEFRAME*
<ul style="list-style-type: none"> <input type="checkbox"/> Determine a time for hosts to participate in an orientation regarding the CDE program. <input type="checkbox"/> Any host employees who will work closely and regularly with participants should attend. <input type="checkbox"/> This orientation should revisit expectations of the host as well as communicate supports and resources provided by the managing organization. <input type="checkbox"/> Review the timeline of the CDE and confirm participant's start date. 	
<ul style="list-style-type: none"> <input type="checkbox"/> Once CDE placements are finalized, introduce participants to their hosts via email and provide some basic background information on them (example: About Me Profiles). 	
<ul style="list-style-type: none"> <input type="checkbox"/> Confirm if there are any additional onboarding needs for participants to complete before their first day. 	
<ul style="list-style-type: none"> <input type="checkbox"/> Introduce hosts to any new points of contact that may have changed that they will work with throughout the CDE. 	

DURING	TIMEFRAME*
<ul style="list-style-type: none"> <input type="checkbox"/> Perform an initial check-in call to see how the CDE has started off. 	
<ul style="list-style-type: none"> <input type="checkbox"/> Continue to monitor the CDE and be responsive to any questions or needs from participants or hosts. 	
<ul style="list-style-type: none"> <input type="checkbox"/> Perform site visits as applicable. 	
<ul style="list-style-type: none"> <input type="checkbox"/> Distribute and collect materials for feedback from both participants and hosts. 	
<ul style="list-style-type: none"> <input type="checkbox"/> Distribute and collect a professional skills assessment from hosts regarding participant performance. 	

WRAPPING UP	TIMEFRAME*
<input type="checkbox"/> If not already completed, send hosts the professional skills assessment to complete.	
<input type="checkbox"/> Collect feedback from participants and hosts on the CDE. <ul style="list-style-type: none"> <input type="checkbox"/> Ability of host to provide a quality CDE for participants. <input type="checkbox"/> Performance of participant in expected tasks and behavior of host site <input type="checkbox"/> Resources and assistance provided by the managing organization. 	
<input type="checkbox"/> Thank hosts and congratulate participants for their completion of a CDE. <ul style="list-style-type: none"> <input type="checkbox"/> Participants should provide a thank you note as well to hosts. <input type="checkbox"/> Suggest how the host might consider celebrating their participant(s) on their last day. 	
<input type="checkbox"/> If not done so already, distribute/record any applicable credit and/or compensation to participants.	
<input type="checkbox"/> Participants should update their resumes and any related documents/ platforms to reflect their CDE.	