

**Haverford House
Time Line for Applicants
2012-2013**

Career Development's OCEAN on-line recruiting tutorial must be completed at least 48 hours before submitting application.

February

Deadline for student applications submitted on-line through Career Development Office:

Sunday, 2/5/12 (11:59pm).

- Applicants notified of selection for interviews no later than **2/16/12**.
- Applicants meet prospective host agencies at the Nonprofit Career Fair: **2/24/12, 1pm-4pm at Haverford College, Founders Great Hall** (note: not all hosts participate).
- Selection committee interview candidates: **Weeks of 2/20/12 & 2/27/12**.

March

- CPGC notifies applicants of acceptance as Fellows or alternates: **3/2/12**.
- Selected applicants notify Janice of their acceptance of fellowship no later than **9:00am Monday 3/12/12**.
- Fellows set up interviews with 2-3 organizations: **March 15 and 16**.
- **Agencies offer placements to fellows by March 23**.
- Fellows confirm acceptance of agency placements by **March 26**.

April

- Fellows gathering at the CPGC Café **4/20/12, 12:00-1:00pm**.
 - Fellows meet each other!
 - Fellows sign Haverford House program agreements.
 - Fellows' paperwork to establish benefits and stipend payments.

May

- Event for Fellows, their Agency supervisors, and Haverford faculty and staff involved with the program: **5/7/12, 4:30-5:30pm, in Center City**.
 - Fellows and Supervisors sign personnel agreement
- 2012 Fellows meet at the house with 2011 Fellows (Date TBD).
 - New Fellows select their rooms and get lots of info about house.
 - New Fellows discuss move-in logistics.

June

- Fellows keep in touch with each other about move-in dates, etc via email and telephone, and consult with CPGC staff as necessary regarding any concerns.

July

- Fellows move into House: **6/30/12**.
- New Fellow Orientation week **7/1-7/6/12**.
 - Lots of activities, meetings and trips in the house, neighborhood, and city!
- Fellows start their work placements: **7/9/12**.

For more information please contact: Janice Lion, Domestic Programs Coordinator at jlion@haverford.edu or 610-896-1308 or the current Fellows at havhouse@haverford.edu