



## **Important Dates**

### **Thursday, February 22<sup>nd</sup>, all day: ACE IT Day**

- “ACE IT” Day held at The Career Academy (8800 “O” Street)
- On this day, you will receive work preparedness “tools” to help prepare you for an interview as well as expectations as an intern when working in a professional setting.
- Bring a notepad and pen to jot down information.

### **Friday, March 1<sup>st</sup>: Resume Due**

### **Wednesday, March 6<sup>th</sup>, all day: Mock Interviews**

- Mock interviews held at The Career Academy (8800 “O” Street)
- Note your designated time slot; arrive promptly!
- If you can, “dress for success” that day. Practice wearing appropriate attire that you will wear at the Job Fair.
- Bring your resume that day.

### **Week of March 18<sup>th</sup>: Champion Employer and Desired Skills Review**

- You or your instructor will be provided with a list of the Champion Employers as well as the skills they are looking for in an intern. Review these carefully. This will help you have insight into what the employers are looking for and give you ideas for your “elevator speech” at the Job Fair.

### **Tuesday, March 26<sup>th</sup>, 9:00am – 1:00pm: Job Fair**

- Job Fair held at The Career Academy (8800 “O” Street).
- Dress for success!
- Be prompt and prepared!
- Bring a small notepad and pen to jot down information from employers as you move through the Job Fair.

### **April – May: Interviews/Job Offers**

- Each employer will have its own hiring criteria. Most employers will ask you to come to their office for an interview. Your internship days and hours will be determined with your employer.
- Job offers are finalized by employers.

### **June – August: Internship**

- You will be assigned a “buddy advocate” from 1st Job-Lincoln.
- Your buddy advocate is available to you for questions or concerns and may meet with you at your job site during your internship.

### **TBD: Celebration Event**

- Celebration Event (time and location TBD)
- Parents and siblings are invited!

### **Questions?**

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