



SANDOVAL COUNTY SUMMER YOUTH EMPLOYMENT PROGRAM 2018 CALENDAR OF EVENTS

| | |
|---|--|
| March 26 th -April 6 th | Applications available at these locations: <ul style="list-style-type: none">• Online at Sandovalcountynm.gov• Human Resources Office in the Sandoval County Administration Building• Jemez Valley Community Center• Cuba Senior Center• Pena Blanca Community Center• Cochiti Pueblo Tribal Office |
| March 9 th March 30 th | Employer/Supervisor Questionnaires to be mailed out Employer/Supervisor Questionnaires Due by 5:00 p.m. |
| April 6 th , 4:30 p.m. | Application Deadline: Applications must be returned <u>in person</u> by the applicant along with proof of residency. |
| April 10 th , 4:00 p.m. | Lottery Drawing in Sandoval County Commission Chambers |
| April 11 th -20 th | Applicant & Employer/Supervisor Lists Finalized - SYEP Employee Placements Identified |
| April 24 th | Notification of Placement letters to be mailed to SYEP Employees & Employer/Supervisors. Employee New hire paperwork mailed to Employees. |
| May 11 th , 4:00 p.m. | SYEP Employee New Hire Paperwork Due to Human Resources <u>Paperwork may not be "dropped off" - Federal Form I-9 must be certified in person at the Human Resources Office <u>only</u></u> |
| May 16 th , 9:00 a.m. | Employer/Supervisor Orientation - Commission Chambers Sandoval County Administration Building |
| June 4 th , AM & PM Sessions | First Day of SYEP - <u>Mandatory</u> Employee Orientation Assigned Time and location will be included in the employee selection letter. |
| July 27 th | Last Day of SYEP |