

**May-June Start Backwards Planning Calendar**  
**(MPH, MSP, MSW Foundation or Concentration)**

|   | <b>May-June</b>   |
|---|---|
| <ul style="list-style-type: none"> <li>• Create outreach materials</li> <li>• Upload position descriptions in Symplicity</li> </ul> | September - December  |
| <ul style="list-style-type: none"> <li>• Review applications</li> <li>• Invite students to interview</li> </ul>                     | December - March  |
| <ul style="list-style-type: none"> <li>• Interview and make offers</li> </ul>   | February - April  |
| <ul style="list-style-type: none"> <li>• Finalize details and start dates</li> </ul>  | <p><u>April – May</u></p> <ul style="list-style-type: none"> <li>• Deadline for students to register practicum is April 22</li> </ul> |