

# Employer Apprentice Hiring Timeline

## REGISTERED APPRENTICESHIP PROGRAM



HEARTLAND  
COMMUNITY COLLEGE

### FALL (September - November)

- Investigate the Heartland Community College registered apprenticeship program
- Schedule visit from Heartland Community College to review program with company internal team
- Continue to work with local high schools to offer summer student internships which can help you choose your apprentices

### WINTER (December - February)

- Get buy in from company employees
- Schedule more visits from Heartland Community College to review program with company internal team

### SPRING (March - April)

- Begin recruiting for apprentice
- Advertise for apprentices on job platforms such as Indeed, ZipRecruiter, etc., company website, inform your employees
- Choose company mentors to work with apprentice

### SUMMER (May - July)

- Interview apprentice candidates
- Hire an apprentice
- Onboard your new apprentice before fall classes start at Heartland Community College

### FALL (Mid - August)

- Heartland Community College will provide schedule for fall classes and apprenticeship orientation
- Apprentice classes begin late August
- Attend mentor training

CALL THE OFFICE OF APPRENTICESHIP (309) 268-8833

[www.heartland.edu/Apprenticeships](http://www.heartland.edu/Apprenticeships)