



(updated 17 August 2010)

## KEY DATES FOR COMPANIES

### IMPORTANT ACTIVITIES & DEADLINES FOR SUMMER OF TECH COMPANIES!!

(Note: activities & deadlines for companies applying for TechNZ funding are highlighted in ORANGE)

Activity	Deadline	Action
(For TechNZ applicants ONLY) Download information from the TechNZ website	<b>A.S.A.P!</b>	Go to: <a href="http://www.frst.govt.nz/technzinternships">http://www.frst.govt.nz/technzinternships</a> There, you can read through the official info, download a "fact sheet" & the "Registration of interest" form, via the "related downloads" link in the top right hand corner of the page.
Download information from the TechNZ website	<b>A.S.A.P!</b>	Go to: <a href="http://www.frst.govt.nz/technzinternships">http://www.frst.govt.nz/technzinternships</a> There, you can read through the official info, download a "fact sheet" & the "Registration of interest" form, via the "related downloads" link in the top right hand corner of the page.
Register for Summer of Tech	<b>A.S.A.P</b> (before 31 Aug to take part in the SoT interviews)	Sign up: <a href="http://recruit.summerofcode.co.nz/signup">http://recruit.summerofcode.co.nz/signup</a>
Get your hands on the Summer of Tech TechNZ guide	<b>A.S.A.P!</b>	Email: <a href="mailto:ruth.mcdavitt@summeroftech.co.nz">ruth.mcdavitt@summeroftech.co.nz</a> for a copy
Complete company profile	<b>A.S.A.P</b> (before 31 Aug to take part in the SoT interviews)	Log in: <a href="http://recruit.summerofcode.co.nz/session/new">http://recruit.summerofcode.co.nz/session/new</a> & complete your online profile
Complete project (s)	<b>A.S.A.P</b> (before <b>31 August</b> to take part in the SoT interviews)	Log in: <a href="http://recruit.summerofcode.co.nz/session/new">http://recruit.summerofcode.co.nz/session/new</a> & complete your project(s) More info about setting up projects available here: <a href="http://blog.summerofcode.co.nz/2010/07/20/2010-company-info/">http://blog.summerofcode.co.nz/2010/07/20/2010-company-info/</a>
Browse candidates before meeting & greeting them	<b>12 August</b>	Log in: <a href="http://recruit.summerofcode.co.nz/session/new">http://recruit.summerofcode.co.nz/session/new</a> & browse candidate profiles (by project) Guide to setting up your profile & browsing candidate profiles is here: <a href="http://blog.summerofcode.co.nz/2010/07/05/company-guide-to-sot-profiles/">http://blog.summerofcode.co.nz/2010/07/05/company-guide-to-sot-profiles/</a> Tips for Meet & Greet here: <a href="http://blog.summerofcode.co.nz/2010/08/09/meet-n-greet-companies/">http://blog.summerofcode.co.nz/2010/08/09/meet-n-greet-companies/</a>
Attend "Meet & Greet"	<b>12 August</b>	Log in: <a href="http://recruit.summerofcode.co.nz/session/new">http://recruit.summerofcode.co.nz/session/new</a> & rsvp to the Meet & Greet event before 11 August
Browse & shortlist candidates to interview	Finalise your interview shortlist by <b>5pm, 31 August</b>	Log in: <a href="http://recruit.summerofcode.co.nz/session/new">http://recruit.summerofcode.co.nz/session/new</a> Browse candidates & "add to shortlist" for your projects. Your shortlist at 5pm on the 31 <sup>st</sup> August will be used to make your Speed Interview appointments

For more information about SoT 2010, please contact [ruth.mcdavitt@summeroftech.co.nz](mailto:ruth.mcdavitt@summeroftech.co.nz)

Activity	Deadline	Action
(if you don't have a TechNZ Investment Manager) <b>Book an appointment with Grow Wellington to talk about your TechNZ application</b>	<b>31 August 2010</b> (sooner is better)	Email: <a href="mailto:ruth.mcdavitt@summeroftech.co.nz">ruth.mcdavitt@summeroftech.co.nz</a> to book your appointment
(if you do have a TechNZ Investment Manager) <b>Talk to your existing TechNZ investment manager about your TechNZ application</b>	<b>Do it NOW!</b>	Contact them directly if you have their contact info, or try the Wellington office ph 917 7800
<b>"Speed Interviews"</b>	<b>7 &amp; 8 September</b>	More details about timing & venue will be emailed to registered companies soon.
<b>Submit your Registration of Interest to TechNZ</b>	<b>5pm, 10 Sept</b>	Email your completed, checked & finalised form to: <a href="mailto:technzinternship@frst.govt.nz">technzinternship@frst.govt.nz</a>
<b>Follow up interviews</b>	<b>9 – 20 September</b>	If you choose, you can arrange follow up interviews with candidates after the Speed Interviews. Some companies have HR policies & recruitment processes that need to happen. This is the time to do that stuff. Remember to tell students that you're interested in them, as their "ranking" counts too!
<b>Final ranking</b>	<b>5pm, 22 September</b>	Log in: <a href="http://recruit.summerofcode.co.nz/session/new">http://recruit.summerofcode.co.nz/session/new</a> & ensure your shortlists reflect your order of preference for each project. Remember, ALL candidates in your shortlist on this date is only candidates you WOULD HIRE if matched.
<b>Get confirmation of funding acceptance from TechNZ</b>	<b>24 Sept 2010</b> (notified "by letter")	If successful you will then be invited to find a suitable student to work as your intern. At this point, <b>funding is assured</b> provided you have found a suitable student before 19 Nov
<b>SoT Matching / Allocations</b>	<b>27 September</b>	Our Matching process is designed to maximize the number of students placed in internships. Remember that top candidates will be in demand, so if multiple companies want a student, it's their choice as to which internship they get.
<b>Job offers &amp; confirm employment agreement</b>	<b>27 Sept – 15 Oct</b>	Terms of employment are between you & your intern, we ask that you pay a minimum of \$18/hr. Usually companies go for a "fixed term employment agreement". If this is the first time you've employed someone, SoT can help. Email <a href="mailto:ruth.mcdavitt@summeroftech.co.nz">ruth.mcdavitt@summeroftech.co.nz</a> if you want advice. We STRONGLY recommend you get this sorted A.S.A.P, & definitely before students get into their end of year exams.
<b>Submit your project plan &amp; student info to TechNZ</b>	A.S.A.P after confirmation, final deadline is <b>19 November</b>	Write up a brief project plan & submit along with details of your student & their academic transcript
<b>Mentor's bootcamp</b>	Tbc ( <b>October</b> )	This will be a session for company mentors to share tips & strategies for managing student interns, to ensure you get maximum benefit from your intern's time.
<b>Internships start!</b>	Anytime from <b>15 November</b>	The earliest students are likely to be available is after exams finish, on 15 November ...& now the "real work" can begin!
<b>Summer seminars &amp; events</b>	<b>Nov 2010 – Feb 2011</b>	Join us for tech talks, celebrations, professional development & networking throughout the Summer.
<b>TechNZ Reporting &amp; Payment</b>	Usually 1 month after project completion	The Foundation will make a single payment at the end of the project, on receipt of an invoice, project report & proof of payment to the intern

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