

Host Placement Week Checklist – A Guide to Remembering What to Do, Where to be, and When to be there

1. (New Participants) Register and create Host Office profile in the Knauss Host Database by Tuesday, Oct. 27, COB
<http://knauss.seagrant.noaa.gov/>
2. (Participants from Last Year) Revise host information in Database by Tuesday, Oct. 27, COB
3. Fill out Placement Week interview schedule and email to oar.sg.fellows@noaa.gov (DEADLINE = Tuesday, Nov. 10, COB). Interview schedule can be found at:

For Executive:

<http://www.seagrant.noaa.gov/knauss/knausshostinfo.html>

For Legislative:

<http://www.seagrant.noaa.gov/knauss/knausshostinfo.html>

4. Sign up for host presentations by specifying preferred time slot in Database. Preferred presentation times will be honored to the extent possible.

Presentations will be at:

Executive: Monday, November 16, 8:00 AM to 6:00 PM at Ocean Leadership, Conference Room, 1201 New York Avenue NW, Suite 420, Washington, DC 20005

Legislative: Tuesday, November 17, 1:00 to 3:30 PM, (TBD)

5. (EXECUTIVE HOSTS ONLY) Send email confirming financial support for the fellow to miguel.lugo@noaa.gov by Thursday, Nov. 12, COB

6. Receive interview dates and times from National Sea Grant Office (by fax) Please make sure that your contact information is updated.

Executive: Tuesday, Nov. 17, by 12:00 PM

Legislative: Tuesday, Nov. 17, by 5:00 PM

7. Conduct Interviews

Executive: Tuesday, Nov. 17, 1:00 PM through Thursday, Nov. 19, 4:00 PM

Legislative: Wednesday, Nov. 18, 9:00 AM through Friday, Nov. 20, 11:00 AM

8. Email Finalist rankings to National Sea Grant Office at oar.sg.fellows@noaa.gov

Executive: Friday, Nov. 20, 6:30 AM

Legislative: Friday, Nov. 20, 12:00 PM

9. Sign Ratification Document

10. (EXECUTIVE HOSTS ONLY) Send National Sea Grant Office budget and accounting information for transfer of funds