

**MTEP** Host Toolkit 2019

# Contents

**Part I: Tools for Getting Started –** *Resources*

*To support you in hosting your MTEP candidate*

* Supervisor Checklist
* Buddy Program Overview
* Onboarding Schedule
* Contact Sheet
* Project Planning Tool
* Getting on the Same Page, Page – Relationship Building

**Part II: Program Forms –** *Required*

*Forms to be submitted to program coordinator by designated due date*

* Guidelines – **September 12th**
* Participant Work Plan Template – **September 12th**
* Participant Evaluation – **December 6th**
* Program Evaluation – **December 6th**

**Part III: Informational –** *Resources*

*To get a sense of other MTEP related materials out there*

* Host Evaluation
* List of Previous MTEP assignments