

# Employment Internship Opportunity (EIO) Program

## **PROGRAM DESCRIPTION**

The Employment Internship Opportunity Program is intended to assist participating employers with temporary work needs, while giving trainees hands-on experience in a career setting. The Department of Workforce Services (DWS) administers employment internships in partnership with employers. We will develop a training outline based on your needs and the needs of the trainee. As an employer, you have the opportunity to help the trainee explore career options and/or upgrade his/her skills according to the agreed upon training outline.

## **PROGRAM OBJECTIVE**

Employment internships are intended to give trainees an opportunity to improve general skills, knowledge, and work habits necessary for successful employment. The Employment Internship Opportunity Program also gives trainees hands-on experience to gain occupational skills in a career setting.

## **BENEFITS TO PARTICIPATING EMPLOYERS**

- DWS will reimburse you for 100 percent of the trainee's wages during the employment internship opportunity.
- You will have the opportunity to train potential employees exactly to your specifications.
- Depending on the length of the Employment Internship Opportunity, DWS will provide up to \$450.00 to train and supervise each trainee while participating in the internship.
- At the end of the training experience, a more permanent placement at your business may be appropriate.

## **EMPLOYER REQUIREMENTS**

- Eligible employers must have a physical location in Utah, have at least one employee and be current in payment of Unemployment Insurance/Contribution taxes to the State of Utah.
- Businesses are not required to pay quarterly taxes to UI Contributions for the trainee while they are participating in the Employment Internship Opportunity program; however, a trainee will need to be reported as a New Hire. For additional information, please call the DWS Contributions Division at 801-526-9235.
- Employers must provide a Federal Employer Identification Number (FEIN) and comply with all applicable federal, state and local laws, rules, and regulations.
- Participation will not cause displacement, infringement on promotional opportunities, or other adverse effect on current employees. The trainee cannot replace a worker currently on layoff or furlough.

## **JOB SEEKER REQUIREMENTS**

- The eligibility of the trainee is determined by DWS according to state and federal law. Trainees may include unemployed, underemployed or employed workers who need to upgrade their skills, and workers entering the workforce for the first time.

## **NEXT STEPS TO PARTICIPATE**

Participating employers must sign an agreement with DWS before accepting trainees. For additional information and to sign a contract to participate, please contact the nearest DWS Employment Center. Employment Center locations are available at <http://jobs.utah.gov/regions/ec.html>

**jobs.utah.gov • 1-888-920-WORK**

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Auxiliary aids (accommodations) and services are available upon request to individuals with disabilities by calling 801-526-9240. Individuals who are deaf, hard of hearing, or have speech impairments may call Relay Utah by dialing 711. Spanish Relay Utah: 1-888-346-3162.