



**WORKFORCE
SERVICES**
REHABILITATION

CHOOSE TO **WORK** SERVICES



Your Connection to Success!

Your Vocational Rehabilitation (VR) Counselor may refer you to a Choose to Work (CTW) Specialist to help you find and keep a job. Your CTW Specialist will help you:

- Build a resume and cover letters
- Coach you with interviewing methods
- Locate and apply for jobs
- Negotiate with employers
- Build self-advocacy skills
- Access resources to improve your job search
- Unveil the hidden job market

What You Can Expect

Your CTW Specialist will meet with you and your VR Counselor to identify the kinds of jobs you want, review your resume and work history, discuss your job goals, and create a job search plan.

jobs.utah.gov/utor

Activities You and Your CTW Specialist Might Do Together:

- Review and update your resume
- Practice interviewing, or set up mock interviews
- Review information about businesses that may be of interest
- Discuss job leads
- Receive support as you apply for jobs
- Discuss how and when to disclose your disability



Keeping Your New Job

After you start working, your CTW Specialist will help you and your VR Counselor address any concerns quickly. If necessary, your CTW Specialist will discuss needed support with your employer to help ensure your success.

Your Keys to Success

- Attend scheduled meetings
- Talk to your CTW Specialist at least twice a week
- Do your homework and follow up on tasks
- Participate in active job searching
- Discuss concerns with your CTW Specialist and VR Counselor

If you have any questions while working with your CTW Specialist, contact your VR counselor at any time.

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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