

# CHOOSE TO WORK SERVICES



**Your Connection to Success!**

**[jobs.utah.gov/usor](https://jobs.utah.gov/usor)**

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:

- Assist you in building a resume and cover letters
- Coach you with interviewing methods
- Aid you in locating and applying for jobs
- Campaign for you with employers
- Help you 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, and will review your resume and work history, discuss your job goals, and create a plan to help you in your job search.

**Utah State Office of  
Rehabilitation (USOR)**  
Vocational Rehabilitation



**WORKFORCE  
SERVICES**  
REHABILITATION

## Activities You and Your CTW Specialist Might Do Together:

- Review and update your resume
- Practice interviewing, or set up mock interview opportunities
- Review information about businesses that may be of interest
- Discuss job leads
- Apply for jobs
- Discuss how and when to disclose your disability

## Keeping Your New Job

Once you've started working, your CTW Specialist will continue to work with you and your VR Counselor to ensure concerns are addressed quickly. If necessary, your CTW Specialist will meet with your new employer to make them aware of any needed assistance or available support.

## 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.