

Project Hire is a **Workplace Training Program** offered by Teamworks Career Centre and funded jointly by the Alberta Government and the Government of Canada. This program provides worksite-based training and work experience to train unemployed individuals on the job while offering the employers a wage offset during the training period. Each training program is determined based on the needs of the individual, the nature of the job, and complexity of training required.

Two options exist for the employer:

- Option 1: On-the-Job Training - Employers will be reimbursed \$390.00/week for the duration of the training period.
- Option 2: Paid Work Experience - Employers will be reimbursed, minimum wage up to 40 hours/week for 3 weeks.

We (our company and yourself) are candidates to participate in this program. To participate in the program there are some steps that needs to take place in order to qualify.

Here is what you can expect to start the process:

<p>Initial Consultation</p>	<p>An initial in-person consultation by Teamworks is required of both the employer and the employee to begin to establish program eligibility.</p> <p>There will also be forms to complete in order to initiate the process.</p>	<p>Employer: Approximately 1 hour or less</p> <p>Employee: Approximately 1.5 hours</p>
<p>Assessments</p>	<p>Both the employer and the employee will be required to complete job related online assessments to determine the criteria for the individual training requirements for the position.</p>	<p>Employer: Approximately 0.5 hour or less</p> <p>Employee: Between 1 to 2 hours</p>
<p>Training Plan</p>	<p>Teamworks will work with the employer to develop a personalized training plan for the employee.</p> <p>The training plan will outline the training expectations and the length of the training period.</p> <p>The training plan will be agreed upon by both the employer and the employee.</p>	<p>Employer: Approximately 1.5 hours</p> <p>Employee: Approximately ½ Hour</p>
<p>Payment Schedule</p>	<p>The employer and the Teamworks Employment Specialist will develop a payment schedule for the wage subsidy.</p>	<p>Employer: Approximately 0.5 hour</p>

Expectations during the training period:

Employee	Employer	Teamworks Employment Specialist
Stay in contact with Teamworks on a regular basis to follow up on the progress of the training plan. Request employment coaching or support in how to meet and exceed an employer's expectation.	Stay in contact with Teamworks on a regular basis to follow up on the progress of the training plan.	The Employment Specialist will stay in contact with both the employer and employee during the training period to follow up on the progress of the training plan.
Contact the Teamwork Employment Specialist immediately should an issue(s) arise that will affect your ability to fulfill your employment obligations.	Contact the Teamwork Employment Specialist immediately should an issue(s) arise that will affect the employee.	The Employment Specialist will act as an employment coach for both the employee and employer.
<p>During the training period you will be covered by the Alberta Government's WCB coverage.</p> <p>Please ensure that you advise your employer immediately should any issues arise that would require WCB intervention.</p>	<p>During the training period the employee will be covered by the Alberta Government's WCB coverage.</p> <p>Please ensure that you contact your Teamworks Employment Specialist immediately should any issues arise that would require WCB intervention for the employee.</p>	Teamworks will act as a liaison between the company and the Alberta Government regarding WCB claims.
	Copies of the employee paystubs will need to be submitted to Teamworks on a monthly basis for payment of the wage off-set costs as agreed upon in the Payment Schedule.	Upon receipt of the employee paystubs, Teamworks will provide payment for reimbursement of the wage off-set costs as agreed upon in the Payment Schedule.

Follow up: (90 Days following training plan completion)

The Teamworks Employment Specialist will remain in contact with the employee at 90 days after the training period has ended.

Should any employment changes occur during the 90 days following the training period the employee is expected to contact the Teamworks Employment Specialist.