



Steps to Success Worksite Training

What is Worksite Training?

Worksite Training provides volunteer workers to your organization in exchange for on-the-job training. Through skill building and evaluation, participants work toward full employability.

How does it work?

Employer Provides	Steps to Success Provides	Participant Provides
Unpaid on-the-job training	Worksite Liaison to support training	Volunteer work time 3 months/25 – 40 hrs./wk
Supervisor to mentor skill development	Relevant classes for skill enhancement	Willingness to learn
Evaluation of progress	Coordination of progress evaluations	Compliance with policies and procedures
Verification of attendance Signed Time Cards	Workers' Compensation coverage	Accountability Weekly Time Cards

Who are we?

Steps to Success is an employment and training program sponsored by Mt. Hood Community College and Portland Community College. It is the largest public training and placement agency in Oregon, serving 54,000 families in the Portland Metropolitan area during our first ten years, resulting in 26,000 job placements with over 500 employers.

What else should I know?

- Participation means minimal paperwork for the employer.
- Program meets all guidelines under the Fair Labor and Standards Act for unpaid work experiences.
- For more information or to post a Work Experience Opportunity.

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