Unpaid OJE

 (Today’s date)

 Re: (Client name)

Dear (Employer name):

Thank you for agreeing to work with Nebraska VR in an On-the-Job Evaluation (OJE). This experience as a (name of job position) will be based on the duties and expectations of this position in your business. The objective of this experience is to assess the following skills: (List Skills)

An On-the-Job Evaluation may not exceed 40 hours per week. Liability coverage is provided by the State’s blanket accident policy.

The following are the terms of the On-the-Job Evaluation:

Starting Date: (Start date)

Ending Date: (End date)

I will be contacting you to obtain feedback regarding (Client’s name) performance. I will be asking you about attendance, grooming, following instructions, completing assignments and additional work behaviors you can provide. I will use this information to assess (Client’s Name) progress during the evaluation period. This information will be shared with the individual.

If for any reason the agreed upon terms of the OJE are no longer amenable for you please contact me at (Staff’s Preferred Contact Method) as soon as possible to discuss. I will do the same if the needs of the (Client’s Name) evaluation change as well.

I will be in contact with you but please feel free to call me anytime to update me on performance or to discuss any areas of concerns. I can be reached at (Office phone number).

Thank you for your assistance.

Sincerely,

(Specialist’s name), VR Employment Specialist

Copy: File

Enclosures: