**IWT Trainee Promotion/Wage Increase Worksheet**

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| --- | --- | --- | --- |
| Date |  | Trainee Name |  |

|  |  |
| --- | --- |
| Employer Name |  |
| Trainee’s Current Position/Job Title |  |
| Trainee’s Current Salary |  |
| Trainee’s Future Position/Job Title (after Training) |  |
| Trainee’s Future Salary (after Training) |  |
| Will the promotion of this trainee cause a vacancy? | Yes or No |
| Do you need help filling this position? | Yes or No |

The intent of the Upper Savannah Workforce Development Board is to use the IWT Grant Funding is to help a current employee receive training that will yield in a higher wage or promotion. This training should yield additional skills, credentials or certifications for the employee. This in turn aids the business by qualifying the trainee to move into a hard to fill position. The vacancy created by this promotion opens the door for a lower-level position, which we can help you fill.

We understand that a business’ work climate could change and a promotional opportunity is not feasible for the trainee. This information is confidential and is only gathered for the purposes of IWT grant evaluation. It will not be shared with the employee or other employers.

If you have questions about this document please contact Upper Savannah Workforce at 864-941-8050.