

About On-The-Job Training

What is On-The-Job Training?

OJT or On-the-job training, is an “earn-as-you learn” training that can offer local employers and job seekers access to Federally funded grant dollars.

In the past, you probably have interviewed a candidate that would fit your organization well, but they lacked the work experience to qualify for employment. OJT is a program that helps you develop the working knowledge of a candidate, providing critical work life experiences, through mentorship, to remove barriers that may prevent an individual from gaining employment.

What are the requirements?

Organization to provide industry recognized training resulting in skill enhancement.

- Verify that the individual(s) hired and trained would not have been hired in the occupation specified without an OJT
- Candidate must meet Federal guidelines. The Workforce Specialists will verify the candidate eligibility before the program begins.
- The program intent is to maintain permanent employment status past 12 months.

Your organization will provide the following information:

- A completed OJT Application form
 - IRS Employer Identification Number
 - Proof of Workman’s Compensation
 - Proof of Liability Insurance
 - W-9 Form
 - Training plan defining the key mentorship skills the new employee will learn.

Employer Benefit

By collaborating with each other, your organization will not only improve your ability to Attract, Train and Retain new employees as your organization grows. Together, we can provide our community individuals an opportunity to grow their personal economic position and create a stronger community.

Our discussions with companies show that there can be as low as a 1:10 candidate to offer letter ratio during the recruiting process. Often, a reason for a candidate not being qualified is because the lack the working experience to perform the role. The OJT program provides that work experience.

How does the program work?

- Reimburses the employer 50% of the employee’s wages, up to \$4,000 depending on industry sector.
- Employer maximum company amount is \$50,000 per fiscal year (July to June).
- Identify specific skills needed to be successful in the targeted job position
- Pre-screening candidates to match qualified applicants with approved job openings
- We work together to ensure a customized training plan is developed that meets your organization's needs

OJT Program Process

