

CONNECTING EMPLOYERS AND JOB SEEKERS IN DYNAMIC WAYS

- ◆ Minimal paper work is required. Normal payroll and training records are all that is necessary.
- ◆ To be eligible for OJT, jobs must be permanent, full time positions and pay an hourly rate of at least minimum wage.
- ◆ Most types of positions are eligible for OJT including manufacturing, management, construction, sales, health care human services and more.
- ◆ The length of the training period is negotiable and depends on the skill level of the job to be performed, the needs of the employer, and the needs of the trainee.

Who can provide the best training for your employees? You, the employer, of course. In-house training ensures the worker is trained in accordance with company standards and procedures. But training can be costly.



On-the-Job Training


Working Solutions
an americanjobcenter®

**WHAT YOU NEED TO
KNOW ABOUT OJT**

What is OJT?

The OJT program helps defray some of the costs associated with the hiring and training of new workers.

OJT is the process of directing and managing employee performance of assigned tasks in the actual work setting. OJT is a good way to prepare a candidate who has some of the skills, but not all of the skills required to perform a job.

Employers participating in the OJT Program receive reimbursement of up to 50% of eligible new employees' wages during the entire training period, up to six months.

If desired, the Program can offer pre-screened job applicants. Working Solutions is available to assist the employer in the development of training outlines and written job descriptions.

Employer rights remain intact. If the trainees hired do not meet their performance standards, the employer retains the right to terminate them.

AN EXAMPLE:

Say, that your company decides to hire an OJT eligible candidate for a full-time, permanent position that pays \$10.00 per hour. Your company has a 40-hour work week and the training period is expected to last 3 months.

With the OJT Program, your company would be reimbursed \$2400 to offset the cost of training.

Working Solutions can help your business grow and develop your workforce. Before the individual starts employment we will need to identify the training they will need for the position, including both tasks and knowledge.



Contact Working Solutions OJT Programs to find out more.

Herkimer County

Mike Werenczak

320 N. Prospect St., Herkimer, NY 13350

(315) 867-1400

E-mail: mwwerenczak@herkimercounty.org

Oneida County

Art Rapp

Working Solutions, 209 Elizabeth Street

Utica, NY 13501

(315) 798-3679

E-mail: arapp@working-solutions.org

Michael Fay

Working Solutions, 300 West Dominick St., Suite 1

Rome, NY 13440

Phone: (315) 356-0662 Ext. 226

Fax: (315) 339-7349

E-mail: mfay@workingsolutionsrome.org

Madison County

Ellen Bowe

Working Solutions, 133 N. Court St.,

Wampsville, NY 13163

Phone: (315) 363-2400

Fax: (315) 367-1300

E-mail: ellen.bowe@madisoncounty.ny.gov