

## How does our business get the process started?

The process will not take much longer than hiring a non-OJT employee.

The Wisconsin Job Center OJT staff will identify and screen candidates for your company's position.

An OJT contract will be completed with your company. That contract will contain all the terms of your agreement.

## For more information, contact:



 888/258-9966 (toll free)

 <http://jobcenterofwisconsin.com>

 [jobcenterofwisconsin@dwd.wi.gov](mailto:jobcenterofwisconsin@dwd.wi.gov)

To obtain single copies of this publication, visit your nearest Wisconsin Job Center. For multiple copies of this or other Wisconsin Job Center publications, contact Document Sales at 1-800-DOC-SALE (Visa/MasterCard accepted).

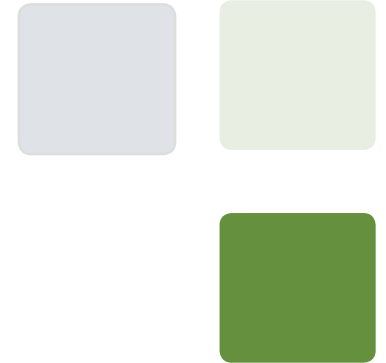
We invite your comments. Send an e-mail message to: [jobcenterofwisconsin@dwd.wisconsin.gov](mailto:jobcenterofwisconsin@dwd.wisconsin.gov)

*The Wisconsin Department of Workforce Development (DWD) is an equal opportunity employer and service provider. If you have a disability and need to access this information in an alternate format or need it translated to another language, please contact the DWD Equal Employment Opportunities office (e-mail: [dwdeeo@dwd.wisconsin.gov](mailto:dwdeeo@dwd.wisconsin.gov)).*

DETW-16851-P (N. 01/2011)

# OJT

## On the Job Training



- Find eligible candidates for open positions.
- Receive reimbursement for a portion of the costs associated with training new employees for the agreed-upon training period.

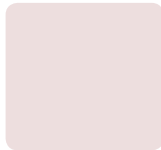


# Answers to key questions about On the Job Training

---

## On the Job Training is ...

- ❑ An opportunity to train employees specific to employer needs.
- ❑ An investment in your company.
- ❑ Hands-on training that you design.
- ❑ A great way to find eligible candidates for open positions.
- ❑ A method to receive reimbursements that offset new employee training costs.



On the Job Training (OJT) provides reimbursements to employers to help compensate for the costs associated with training and loss of production for newly hired employees.

OJT training can assist employers who are looking to expand their businesses and who need additional staff trained with specialized skills.

## How does it work?

- ❑ Qualified candidates are matched with job openings.
- ❑ A training plan is designed to meet unique business needs.
- ❑ A contract is completed with your company.

## Are there any restrictions?

- ❑ OJT-funded employees cannot replace laid off employees.
- ❑ OJT trainees must be hired as regular employees.
- ❑ The rate of pay and benefits must be commensurate with the pay others receive for performing similar work.
- ❑ A previous employee can be re-hired but it must be for a different position for which they would need training, and the candidate must meet the requirements.



## What's in it for our company?

- ❑ A pool of pre-screened applicants — you decide who to hire.
- ❑ A great opportunity to bring on employees who are eager to learn new skills and up-skill your workforce.
- ❑ Reimbursement for the costs associated with training a new employee.
- ❑ Prompt payments with a minimum of paperwork.
- ❑ Professional OJT staff to assist with all phases of the OJT.

