

On-the-Job Training Overview



The purpose of an On-the-Job Training contract (OJT) is to assist businesses in training and retaining skilled, productive workers. OJT's may be used to help train newly hired employees. If a business needs to fill a position that has a unique skill set, an OJT contract may be valuable and a great way to save money.

Training periods can last up to 6 months depending on the length of time it takes to get the trainee up to a satisfactory level of job competency. If the trainee has not met the training goals, the business is not obligated to retain them.

OJT Advantages

Recruitment:

- Regional Business Specialist will work with each business to meet its individual recruitment and HR needs.
- WorkSource can help locate eligible candidates by posting the job description in iMatchSkills® at **NO COST**.
- Once the job is in iMatchSkills®, WorkSource staff can search over 250,000 Oregon job seekers for candidates that will be qualified for the position after a period of on-the-job training.

Trainee Wage Reimbursement:

- When utilizing an OJT, a business hires an employee and trains that employee over a specified period of time.
- Up to 50% of wages paid during the training period may be reimbursed by WorkSource to offset the cost of training, up to \$5,000 total.
- At the end of training period, the business is reimbursed for half of the OJT commitment.
- When the trainee is retained for 90 days beyond the training period, the business receives the other half of the OJT commitment.

See Reverse for OJT example and Regional Placement Services contact information



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On-the-Job Training Example

A business needs an employee who can operate a furnace to manufacture silicone ingots for solar power. Entry-level furnace operators are paid \$12.50 an hour. If it is determined that it takes 3 months of on-the-job training for a candidate with a manufacturing background to reach the level of an entry-level furnace operator, the OJT would look like this:

Sample Training Goals:

- Learn specific temperatures and times for silicone crystal growing
- Ability to operate and understand furnace functions
- Ability to operate furnace at a level sufficient to meet production goals

OJT Training Period Duration: 3 months (13 weeks)

OJT Wage: \$12.50 an hour at 40 hours a week

Total reimbursement of \$3,250 to employer after two periods (see breakdown below)

1. OJT End of Training Period Reimbursement: \$1,625

- *Wages paid by employer during training period = \$6,500*
- *50% of wages paid during training period = \$3,250 (total OJT commitment)*
- *Half of total OJT commitment = \$1,625 (reimburse at end of OJT training period)*

2. End of Retention Period (90 days of regular employment after training period)
Reimbursement = \$1,625 (the remainder of the total OJT commitment)

To hire your next employee using On-the-Job Training, contact your local Regional Business Specialist.

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