

On-the-Job Training Overview

On-the-Job Training contracts (OJT) can help local businesses train and retain skilled, productive workers. Companies can use OJTs to train promising job candidates who don't have all the skills a position requires and to fill positions that require unique skill sets.

HOW OJTs WORK:

- 1. Identifying an OJT opportunity**
A WorkSource Regional Business Services Representative works with a business to identify its recruitment and HR needs. The Representative develops a position description stating what skills and experience a job candidate must have to qualify for the OJT.
- 2. Recruitment**
Once the OJT opportunity is listed, the WSPM Staff will start recruiting candidates that qualify for the OJT position.
- 3. OJT training plan development**
When the business chooses a candidate, a training plan is developed with specific goals to be achieved. The training period lasts an average of four months, depending on the expected time it takes for a trainee to achieve a satisfactory level of job competency.

WorkSource reimbursement
WorkSource reimburse companies up to 50% of the wages paid to the new hire upon completion of both a training and retention period.

*On-the-Job Training
can improve your
bottom line!*
WORKSOURCE



On-the-Job Training Example

A business needs an employee who can operate a furnace to manufacture silicon ingots for solar power. Entry-level furnace operators are paid \$12.50 an hour. If it takes three 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 could look like this:

Sample Training Goals:

- › Learn specific temperatures and times for silicon crystal growing
- › Operate and utilize all 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 (employer paid wages = \$6,500)

Total reimbursement of \$3,000 to employer after two periods:

1. OJT end of training period reimbursement: \$1,500
2. End of retention period (90 days of regular employment beyond completion of training period): \$1,500



To hire your next employee using On-the-Job Training, contact your local WorkSource Portland Metro-SE Career Specialist:

skillsteam@seworks.org

