



Frequently Asked Questions about On-the-Job Training (OJT)

Q: How long does the OJT last?

A: Length of training will vary and is based on the complexity of the skills to be learned and needs of the individual trainee. In no case will the training last more than six (6) months.

Q: How much paperwork is involved?

A: Minimal. The training contract is short and simple. During the training period, you submit the trainee's monthly timesheets as an invoice for reimbursement of training costs. Your assigned WorkSource staff person can assist with any necessary documents.

Q: Will you need to look at my tax records?

A: No. Your WorkSource staff person only needs verbal confirmation that your business is solvent, has adequate payroll and record keeping systems in place and can afford to retain the employee on your payroll after the training.

Q: Would I have to pay the money back if the trainee doesn't work out?

A: No. Monies paid to offset training costs are paid as a reimbursement based on work performed (based on Trainee timesheet records).

Q: Can I rehire a previously laid off employee?

A: Yes, a business can re-hire a previous employee, however:

- a) the individual must be eligible for the OJT program AND,
- b) it must be for a different position for which they would need training.

Q: Who selects the OJT trainees?

A: You make the hiring decision. Using selection criteria, you provide (minimum number of years' experience; familiar with --- software/tool, etc.), applicants who best match your needs will be referred to you for an interview.

Q: What if I have already selected a candidate for OJT training?

A: The candidate must be eligible and approved for an OJT by WorkSource. A mutually agreed to OJT Contract must be signed **prior to the first day of work.**

Q: What makes a worker eligible to participate in an OJT?

A: Unemployed individuals who have been part of a layoff and are unlikely to return to their old job; they may have excellent skills and experience but need technical training for a new industry or job, **OR** they may have just completed a vocational training program with technical skills sets but need employer-based work experience to be fully productive.

Q: Are there any restrictions?

A: Yes. You cannot use OJT funded trainees to replace employees laid off within the past six months. You must agree to retain any OJT trainees as regular, full-time employees after they successfully complete training. The rate of pay and benefits must be commensurate with what you pay others doing similar work; OJT dollars are intended to offset the cost of the additional training.

For a Successful OJT Experience:

- Select an OJT candidate you like and want to invest in as a long-term employee
- Have clear, stated expectations for skills required for the position
- Ensure the Training Plan is complete and attainable within the time allowed
- Have sufficient equipment/tools/materials to allow the trainee to learn the requirements of the position
- Any person(s) providing instruction and guidance to the trainee is capable of delivering instruction consistent with the company's needs
- Each instructor has the:
 - a.) desire and ability to teach,
 - b.) knowledge of the subjects to be covered and skills required,
 - c.) time away from other duties to carry out the training
- Communicate regularly with your OJT Coordinator to allow any issues to be addressed quickly

For More Information, email at:

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