



# OJT... Training that works!

**Contact us for your  
career solutions today!**

**For more information:**

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## OJT Benefits Business and New Employees

- New hires learn occupational skills and earn a wage at the same time.
- Business saves time and money.
- A win-win for business and job seekers!



A Proud Partner of America's Job Center Network.

Upon request, the information in this document can be made available in alternative formats for people with disabilities by contacting [angie.dahle@csjobs.org](mailto:angie.dahle@csjobs.org)

Equal Opportunity Employer and Program Provider



## On-the-Job Training (OJT)

- A contract between Career Solutions and the business that documents the training they will provide for a new employee.
- Hands-on training designed to address the gap between the new employee's existing skills and the job skill requirements.
- Training reimbursement funded through state and federal employment and training programs.

## Why Should you Partner with Career Solution's OJT Program?

- Your business is reimbursed for the cost of training a new employee – up to 50% of the new employee's wage for the length of the contract.
- You do the training, employee does the learning, Career Solutions does the paperwork! Your new hire learns skills unique to your business and industry.
- Incentive for hiring by helping to minimize new hire risk.
- Career Solutions can refer candidates to you who have been evaluated for skills and interest match.
- Reverse-referral --you may also refer candidates to Career Solutions for OJT eligibility.
- Career Solutions career planners are available for consultation.

## OJT Guidelines

- Business provides the training and supervision for the new employee.
- OJT contracts can be written for permanent, full-time jobs – at least 30 hours a week (seasonal or temporary jobs do not qualify for OJT contracts).
- Trainee must meet OJT eligibility requirements with Career Solutions.
- OJT contract must be negotiated and signed by Career Solutions before the new employee starts the job for the OJT to be valid.
- 2 day turnaround time is needed for Career Solutions to implement the contract.