

## Earn As You Learn Workbook

# On-the-Job Training (OJT)

ODJFS Office of Workforce Development 1

---

---

---

---

---

---

---

---

## On-the-Job Training : An Overview

OJT is an “earn as you learn” training program designed to help you gain employment for which you are not yet fully qualified.



If you are eligible, we reimburse up to 50% of your wages to an employer that hires you as a trainee.



We continue funding half the wages for the time you need to learn the job (up to 6 months or \$8,000).

2

---

---

---

---

---

---

---

---

## What are the goals of OJT?

Help you get you back to work

Bridge the gap between your current skills and the skills the employer is looking for

Promote good paying jobs and career advancement

Reimburse the cost of training an eligible worker to the hiring employer

---

---

---

---

---

---

---

---

## Ohio has received a grant to provide OJT to up to 600 dislocated workers who:

- 1 • Were laid off or terminated on or after January 1, 2008.
- 2 • Are receiving Unemployment, or received Unemployment until it ran out.
- 3 • Have remained jobless for 158 days or longer.

Meeting the above requirements indicates that you probably qualify, but other restrictions may apply. Trainees must also prove they're suitable for the OJT job. Eligibility can only be properly determined by completing your local One-Stop's eligibility process. <sup>4</sup>

---

---

---

---

---

---

---

---

## OJT Benefits to Job Seekers...

|                                 |   |
|---------------------------------|---|
| Earn as you learn!              | Acquire job and career advancement skills |
| Learn in a hands-on environment | Opportunity for long-term employment      |

OhioMeansJobs <sup>5</sup>

---

---

---

---

---

---

---

---

## Features of OJT...

- Includes most skilled and semi-skilled jobs
- Requires a documented skills gap -- job skills the trainee currently lacks
- The OJT must be approved BEFORE the trainee begins working in the job
- Reimburses 50% of salary at straight time, not for commissions, bonuses, or over-time

OhioMeansJobs <sup>6</sup>

---

---

---

---

---

---

---

---

**What trainees are saying about OJT...**

*"We are learning the very latest, cutting edge stuff. I am very, very pleased that I did this program. Its been an extremely positive experience."*

- Ruralogic OJT Participant



---

---

---

---

---

---

---

---

**What trainees are saying about OJT...**

*"The on the job training we are receiving now is amazing. We have already had a one week Java boot camp and we are also doing an internal project which mirrors what we will be doing for real world clients."*

- Ruralogic OJT Participant



---

---

---

---

---

---

---

---

**OJT Leads to Employer Success**



---

---

---

---

---

---

---

---

## OJT Benefits to Employers...

Helps to defray the costs of training new workers

Training is based on the specific skills required for the job

Workers are more likely to be successful and stay in the job

Most employers see gains in productivity

OhioMeansJobs<sup>10</sup>

---

---

---

---

---

---

---

---

## What employers are saying about OJT...

*"Thanks to On-the-Job training programs offered through state funding in Ohio, SPSI has changed its hiring practices for skilled positions within the company. On-the-Job training has provided SPSI the capabilities to train potential employees who lack the skill set needed in today's demanding industry."*

- Jerry Stethem, Executive Vice President and Chief Operating Officer, Scott Process Systems Inc.

OhioMeansJobs<sup>11</sup>

---

---

---

---

---

---

---

---

## What employers are saying about OJT...

*"This program has provided Republic the opportunity to expand our steelmaking operations in Canton, Ohio, by adding approximately 55 employees (previously dislocated workers) to our production units to date and training them in operating and maintenance jobs."*

- Melisse Boyd, Director, Corporate Human Resources, Republic Engineered Products

OhioMeansJobs<sup>12</sup>

---

---

---

---

---

---

---

---

## Ohio employers who have hired and trained using OJT:



---

---

---

---

---

---

---

---

## Jobs that are not eligible for OJT...

- Seasonal and temporary jobs
- Positions through temporary agencies
- Positions that are political in nature
- Positions involving religious activities
- Public Sector (Government) Positions



---

---

---

---

---

---

---

---

## Employers not eligible for OJT...

- Employers with a poor track record from previous OJT grants
- Employers who have laid off workers from the same or similar jobs and are able to recall those workers
- Facilities or operations that moved to Ohio in the past 120 days
- Employers who are family members of the OJT trainee



---

---

---

---

---

---

---

---

## How can I receive OJT?



OhioMeansJobs<sup>16</sup>

---

---

---

---

---

---

---

---

## Job Seeker OJT Process Steps

- Step 1 • Study all available information on OJT. Understand how the program works.
- Step 2 • Visit your local One-Stop and access services. Find out whether you may pre-qualify for OJT.
- Step 3 • Mention OJT information and your potential eligibility in cover letters and follow-up letters

OhioMeansJobs<sup>17</sup>

---

---

---

---

---

---

---

---

## Job Seeker OJT Process Steps

- Step 4 • Talk about the benefits of OJT during job interviews and cold calls.
- Step 5 • Secure a job offer from an employer willing to participate in the OJT program.
- Step 6 • Visit your local One-Stop to complete eligibility and seek approval of OJT funding.

OhioMeansJobs<sup>18</sup>

---

---

---

---

---

---

---

---

## OJT information is available through One-Stops located in every county

The online map will provide you with local One-Stop contact information

<http://jfs.ohio.gov/owd/wia/wiamap.stm>

19

---

---

---

---

---

---

---

---

## One-Stop OJT Process Steps

- Step 1 • One-Stop learns that an employer is willing to hire using OJT
- Step 2 • One-Stop visits interested employer to ensure OJT requirements are met
- Step 3 • One-Stop writes an OJT training plan based on job skills and trainee's experience level.
- Step 4 • One-Stop approves the OJT so the employer may then hire the trainee.

---

---

---

---

---

---

---

---

## Selling OJT (and Yourself!)



---

---

---

---

---

---

---

---

## Let employers know if you are eligible for OJT:

- Your potential eligibility for OJT funds gives you an edge in the hiring process
- Think of OJT as yet another great benefit you offer the hiring employer!
- Learn about how OJT can benefit the employer (see earlier slides) so you can explain this during the job interview
- If your One-Stop pre-qualified you for OJT, let the employer know this!

OhioMeansJobs <sup>22</sup>

---

---

---

---

---

---

---

---

## Include the benefits of OJT (and your potential eligibility) in your job search process:



---

---

---

---

---

---

---

---

OhioMeansJobs

**FYI -- OJT is also being actively promoted to our business community!**

---

---

---

---

---

---

---

---

## An Important Reminder...

Discuss possibility of OJT with the employer BEFORE you begin the job.

On-the-Job Training CANNOT be funded after hiring takes place

OhioMeansJobs <sup>25</sup>

---

---

---

---

---

---

---

---

## Tips for Successful OJT Job Search

- Don't be afraid to apply for positions that you don't have all qualifications for.
- Describe OJT as a rare opportunity now being used by all types of job seekers at all skill levels.
- Remember: OJT funds are available until June, 2012 so ACT NOW!

OhioMeansJobs <sup>26</sup>

---

---

---

---

---

---

---

---

## On-Line resources you may share with employers:

### OJT Brochure for Employers

- <http://www.odjfs.state.oh.us/forms/findform.asp?formnum=08109>

### List of county contacts who can assist the employer

- <http://jfs.ohio.gov/owd/Initiatives/Docs/OJTContacts.pdf>

OhioMeansJobs <sup>27</sup>

---

---

---

---

---

---

---

---

On behalf of Ohio Means Jobs...



We thank you and we wish  
you success in your  
job search!

**OhioMeansJobs**<sup>28</sup>

For more information  
on how OJT can benefit you,  
visit us on-line at:

<http://jfs.ohio.gov/owd/Initiatives/OJTJob.stm>

**OhioMeansJobs**<sup>29</sup>

---

---

---

---

---

---

---

---

---

---

---

---

---

---

---

---