



OJT Resume Search Instructions

Background

Ohio has received a federal On-the-Job Training (OJT) grant which reimburses employers for the costs of training qualified job seekers that they agree to hire. Individuals who meet the following criteria are high prospect job seekers likely to qualify for the training:

- Laid off or terminated from prior job on or after January 1st, 2008
- Currently receiving Unemployment Compensation (or received Unemployment Compensation until it expired)
- Remained jobless for 158 days or longer

Customized Resume Board

To help employers find high prospect job seekers whose training costs are most likely reimbursable, a resume board has been created in Ohio Means Jobs with information on over 50,000 Ohioans who meet the above criteria. Employers seeking talent may search this resume board by keyword, industry, most recent job, etc. to find talented individuals who not only qualify for the position, but whose training costs may be refunded to the employer!

The high prospect job seekers identified in the resume board most likely qualify for the program but must complete an intake process and meet some additional requirements. Some job seekers in the database might have recently found employment or moved away, but for the most part, the resume board contains available, potentially eligible individuals.

Conducting Talent Searches

Employers interested in receiving OJT funding to help cover training costs for newly hired workers should:

- ✓ Search within the *OMJ NEG-OJT* resume board
- ✓ Contact and interview the most promising candidates
- ✓ Make a pre-hire selection decision
- ✓ Contact the local **One-Stop** office to request OJT funding
- ✓ Provide contact information of the selected candidate(s) to the One-Stop so eligibility and suitability can be determined
- ✓ Await confirmation from the One-Stop before hiring

OhioMeansJobs

Accessing the Resume Board

Once you have a User ID and Password to search for talent in Ohio Means Jobs, accessing the resume board for high prospect OJT candidates is easy.

From the OhioMeansJobs.com home page, simply click on the *Search talent* button as shown in **Figure 1**.

Next, you will be prompted to enter your User ID and Password to log in. Then click on the *Search Resumes* button as shown in **Figure 2**.

The Search Resumes feature in Ohio Means Jobs provides several customized resume boards to search within. To view the participants likely to qualify for the OJT program, select the bullet next to the *OMJ OJT-NEG* resume board (See **Figure 3**.)

Continue entering your search criteria to further define the ideal candidate you are seeking. Click the “Search” button at the bottom of the page, and high prospect job seekers who meet your requirements will be identified. You may click on their names to learn more about them and determine which ones you wish to contact.

If you have questions on completing this process, contact the OMJ Help Desk at omj-help-desk@jfs.ohio.gov.

For more information on the OJT program, e-mail NEG@jfs.ohio.gov.



Figure 1: Click on “Search talent”



Figure 2: Click “Search Resumes” Button



Figure 3: Select OMJ NEG-OJT Resume Board